

JOB DESCRIPTION

Job Title:	People and Culture Assistant
Responsible to:	Director of People and Culture
Location:	Elmbank Crescent, Glasgow (Hybrid)

Main purpose of job

As part of the People and Culture team, the People and Culture Administrator provides additional administrative support across a wide range of HR activities, helping to ensure the smooth and efficient running of the department.

Working closely with the Director of People and Culture, People and Culture Partner and People and Culture Administrator, the postholder will provide high-quality administrative assistance throughout the employee lifecycle, including recruitment, onboarding, training, contractual administration, record management and general departmental support.

This role is primarily administrative and is ideal for someone who enjoys working in a fast-paced environment, has excellent organisational skills and takes pride in producing accurate, confidential and timely work..

Key accountabilities

The postholder will provide administrative support to the People and Culture team by:

- Assisting with all recruitment and onboarding administration, including preparing contracts of employment, offer documentation and new starter paperwork.
- Preparing contractual documentation relating to changes in employment, variations to contracts and employee leavers.
- Maintaining accurate employee records and ensuring personnel files are kept up to date.
- Supporting the administration of seasonal contracts, ensuring records are maintained, documentation is issued, returned and filed appropriately.
- Supporting the administration of annual salary review process
- Managing the filing and organisation of People and Culture documentation, including contracts, absence records and other confidential employee information.

- Responding professionally to routine internal and external People and Culture enquiries, escalating queries where appropriate.
- Supporting the People and Culture team with a variety of administrative projects and initiatives as required.
- Maintaining the highest levels of confidentiality, discretion and professionalism when handling sensitive employee information.
- Undertaking other administrative duties as reasonably requested to support the needs of the People and Culture team.

Person Specification

- A minimum of two years' administrative experience, ideally within an HR or People and Culture environment.
- Excellent organisational and planning skills with the ability to manage multiple priorities.
- Strong IT skills, including Microsoft Office applications.
- Excellent written and verbal communication skills.
- High level of accuracy and attention to detail.
- Ability to work effectively both independently and as part of a collaborative team.
- Ability to work to deadlines within a busy and changing environment.
- A professional approach with excellent discretion and the ability to maintain strict confidentiality.
- A proactive and flexible attitude with a willingness to support colleagues across the wider People and Culture function.