



## **HR Administrator**

We currently have an exciting opportunity for a HR Administrator to join our HR and Training team!

Titanic Hotel Liverpool, Stanley Dock is all about the restoration of one of the city's most historic and iconic buildings. Once a busy warehouse, now a hotel full of character and original features. The hotel offers 153 stylish and spacious bedrooms, theatre-style restaurant Stanley's Bar and Grill, Rum Bar overlooking the waters of Stanley Dock and the luxurious Maya Blue Wellness Centre. Adjoining Titanic Hotel are the incredible event spaces Rum Warehouse and West Bay, the perfect venues for a conference, wedding, or special occasion.

We are currently looking to recruit a Human Resources Administrator to work within our HR & Training Department within the Titanic Hotel, Liverpool on a full time basis.

To be successful in this role the candidate **must** have previous Human Resources Administration/Assistant experience, it would be desirable if this experience has been gained within Hotels or the Hospitality sector.

The successful candidate must have a CIPD Level 3 Foundation Certificate in Human Resource Practice, as a minimum. This is a great role for a candidate who is looking to build on previous experience where they can progress and gain solid HR generalist experience. This is a busy and varied role, where the candidate will be able to gain exposure to a wide range of HR activity.

The successful candidate will be responsible for all HR administration, and be the first point of contact within HR.

The HR Administrator will be responsible for maintenance of employee records on the HR & Payroll system. Administration of all HR related paperwork and will be required to act as HR note taker at meetings. The HR Administrator will be responsible for organising and participating at interviews and communicating with Heads of Departments on a daily basis.

They will work alongside the Training Manager to coordinate employee induction, and on boarding of new starters.

This role reports directly into the HR Director, and the candidate will have the ability and knowledge to be able to provide support and advice to managers and staff on all HR related matters and will know when to escalate issues to the HR Director.

The candidate must have the ability to anticipate and communicate employee relations matters to the HR Director and be discreet concerning confidential matters.

The ideal candidate will be fully competent in Microsoft Excel and will be expected to produce reports in line with Hotel and Company requirements.

The successful candidate must be extremely organised, with the ability to prioritise conflicting issues that may arise throughout the working day and week. You must have an eye for detail, ensuring all paperwork is accurately presented, recorded and filed.



If you feel you have all of the required skills and attributes for this position, we look forward to receiving your CV.

What we Offer:

- A Competitive Salary.
- Free Staff Uniform.
- Free Staff Meals.
- Employee Assistance Programme.
- Up to 50% employee discount on food and Drink.
- Discounted room rates, friends & family room rates included.
- Spa discounted rates.

Please only apply if you have the required experience and qualification.

You must also have the right to work within the UK.