HR Administrator – 32 Hour Contract Per Week

We currently have an exciting opportunity for a HR Administrator to join our HR and Training team on a 32-hour per week contract!

The Titanic Hotel Liverpool is all about the restoration of one of our city's most historic and iconic buildings. The hotel is a hotel of unequalled proportion of size, service and style. The hotel has 153 bedrooms, The Rum Warehouse – our Events space with a capacity for 1500 guests, the Maya Blue Wellness Centre, Stanley's Restaurant Bar & Grill.

We are currently looking to recruit a Human Resources Administrator to work within our HR & Training Department within the Titanic Hotel, Liverpool 32 hours per week.

About you:

- Previous HR Administration/Assistant experience (3 years)
- Previous experience within Hotels or the Hospitality sector (desirable)
- Must be CIPD Qualified
- A good understanding of UK Employment Law and HR best practice
- Be extremely organised
- Ability to prioritise conflicting issues/ deadlines that may arise throughout the working day and week
- Must have great attention to detail
- The confidence to advise and guide heads of departments
- Excellent communication skills and the ability to build strong working relationships on a day to day basis

About the role:

- This role reports directly into the HR Manager
- Responsible for all HR administration and be the first point of contact within the HR Department
- Ability to provide support and advice to managers and staff on all HR related matters and will know when to escalate issues to the HR Manager
- Must adhere to strict confidentiality requirements at all times
- Responsible for maintenance of employee records on the HR & Payroll system and paperwork
- Required to act as HR note taker at meetings
- Responsible for organising and participating at interviews
- Work alongside the Training Manager to coordinate employee induction, on boarding new starters and support in training administration
- Fully competent in Microsoft Excel including spreadsheets and will be expected to produce reports in line with Hotel and Company requirements
- Have good judgement and the ability to anticipate when further advice or escalation is needed

This is a great role for a candidate who is looking to build on previous face to face 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 & Development activity.

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
- Service Charge
- Free Staff Uniform
- Free Staff Meals
- Car parking - £1 per day
- Employee Assistance Programme
- Up to 50% employee discount on food and Drink
- 25% Friends & Family Discount
- Discounted room rates, friends & family room rates included
- Spa discounted rates
- Annual Employee Awards Party
- Staff Summer Party
- Long service awards
- Introduce a Friend £250 Bonus
- Company Pension Provision
- Subsidised taxi's of £5 (after midnight)
- Free Eye Tests
- Departmental Incentives
- Employee Development

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

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