Aberdeen Football Club
Job Description

Name:	
Job Title:	Human Resources Administrator
Line Manager:	Human Resources Manager
Date Started:	

Overall Purpose of Job:

To work closely with the HR Coordinator and HR Manager to support the administration and coordination of the various processes involved throughout the employment lifecycle.

Main Responsibilities/Description of Duties:

Key Responsibilities

- Assist with the administration of recruitment processes, including posting adverts, schedule interviews and conducting pre-employment checks for regulated and non-regulated roles.
- Ensure all employment records are accurate and kept up to date.
- Assist in coordinating and maintaining training and development requirements, including booking courses and reviewing completion records on the Club's e-learning platform.
- Actively contribute to ongoing HR team developments and projects i.e. launch of new HRIS.
- Support with facilitating social committee / staff events i.e. preparing mailing lists.
- Provide general administrative support to the HR team, including minuting meetings, gathering evidence/documentation, monitoring the shared HR mailbox and respond/assign accordingly.

Please note that this job description is not designed to cover a comprehensive list of activities, duties or responsibilities that are required of the employee for this role. The duties and responsibilities may change within reason at any time with or without notice to suit the needs of the Club.

Person Specification: Experience/Qualifications/Training/Personal Qualities

Essential

- Experience working in an HR Admin role or other similar administration role.
- Strong organisational and time management skills.
- Excellent attention to detail and accuracy in administrative tasks.
- Good communication and interpersonal skills.
- Competent with IT packages, especially MS Office Suite.
- A confidential and discrete approach in handling a variety of situations.
- A proactive approach to work and a willingness to learn.

Signed by Employee:	**Signed by Line Manager:**
Date:	**Date:**