Title: HR Coordinator

Location: Birmingham, UK

Salary: £25,000 - £30,000 per annum

We are seeking a highly organized and detail-oriented HR Coordinator to join our team in Birmingham. The successful candidate will be responsible for supporting the HR function across a range of areas, including recruitment, onboarding, employee relations, and HR administration.

Responsibilities:

* Provide administrative support to the HR team, including maintaining HR records, processing paperwork, and responding to HR-related queries.
* Assist with recruitment activities, such as posting job adverts, scheduling interviews, and communicating with candidates.
* Support the onboarding process for new hires, including issuing contracts, coordinating induction sessions, and ensuring all required documentation is completed.
* Help to manage employee relations issues, including conducting investigations and supporting disciplinary and grievance processes.
* Assist with the coordination and delivery of HR-related training and development programs.

Requirements:

* Proven experience in an HR support role, with a good understanding of HR processes and procedures.
* Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
* Strong communication and interpersonal skills, with the ability to build relationships and work collaboratively with colleagues at all levels.
* A high level of attention to detail and accuracy, with experience in data entry and record-keeping.
* Proficiency in Microsoft Office and HRIS systems.

We offer a competitive salary and benefits package, as well as opportunities for professional development and career progression. If you are a proactive and enthusiastic HR professional with a passion for supporting others, we would love to hear from you.

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