EXETER AND DEVON AIRPORT LIMITED

JOB DESCRIPTION

POST TITLE: HR & Payroll Assistant

RESPONSIBLE TO: HR Manager

STATEMENT OF PURPOSE:

Providing a range of HR and payroll administrative functions to support the HR Manager in providing an efficient and accurate HR service which meets statutory and business requirements for both Exeter & Devon Airport and Regional & City Airports.

PRINCIPAL DUTIES:

1.   Input Starters, Leavers and pay variations into the ADP database for processing, and according to deadlines set by ADP.
2.   Oversee recruitment administration processes.
3.   Preparation of job offers, contracts and amendments.
4.   Update training on to the Red Kite system.
5.   Process new starters, leavers and induction paper work including carrying out RTL&W checks.
6.   Support the HR Officer with HR statistics such as overtime, sickness absence, staff turnover for reporting on a weekly and monthly basis.
7.   Administer the current annual leave system plus other terms and conditions of employment such as eye care vouchers and long service awards.
8.   Monitor probations to ensure forms are returned in a timely manner.
9.   Monitor, input and highlight any sickness absence in accordance with the Sickness Absence Policy.
10.   Keep accurate electronic and paper based employment records of current and past employees in accordance with data protection requirements.
11.   Carry out weekly filing to paper based files.
12.   Accurate updated of various databases and spreadsheets within the HR office.
13.   Process references requests.
14.   Minute taker at HR meetings.
15.   Carry out a variety of administrative tasks as requested by the HR Manager.

This job description outlines the duties required for the time being, it is not a comprehensive or exclusive list & duties may be varied from time to time which do not change the general character of the job.

I have read and acknowledge the content of the above job description:

Print Name: _____Date:_____

Signature: _____