



Job Title: Human Resources Assistant (development opportunity)

Location: Central Office, Euxton, Chorley

Salary: 15,600 – 17,160 p.a. (range dependent on candidate)

Hours: 37.5 hours per week

Closing Date: 12pm 25 January 2019

Benefits: Discounted Holidays, Partnership Dividend, Pension, Training

Who we are

The Alfa Leisureplex Group is one of the UK's most highly respected coach holiday and hotel companies with a consolidated turnover of almost £40 million per year. We provide quality, value for money coach holidays to the best resorts in the UK, Ireland and Western Europe through our Alfa Travel tour operation. Through our Leisureplex Hotels subsidiary we own and operate 20 hotels in the UK's most popular seaside locations, whilst Alfa Coaches operates a fleet of 48 modern luxury coaches. As an employee owned business with over 700 employee partners, we see our people as our most valuable asset in growing the business and continuing to provide a high quality service to our customers.

About the Job

This is a newly created position reporting to the Groups HR manager. The department is involved in all things people related including; recruitment, employee relations, training, organisational development and change, engagement, & communication to mention a few. Due to the continued success of the Group and with a focus on growth in the coming years, there is a need for HR assistant to support the HR manager to focus more on our overall people strategy.

The role will include a structured set of weekly HR administrative tasks that must be completed in a timely manner. There will be the opportunity to be involved in ongoing HR project work on a regular basis. The role does not require any technical HR skills but there will be the opportunity to develop and become a rounded HR professional; particularly as we are offering to fund a recognised HR qualification.

The tasks below would form the majority of the role initially:

- Responsibility for the Groups HR system from maintaining records to liaising with users on a variety of issues to continuing the development of the system.
- Responsibility for the Groups online Training Platform 'FLOW' from maintaining records to liaising.

- Assisting with recruitment of new employees from advertising vacancies to liaising with managers and candidates.
- Producing letters and correspondence for employees and external bodies as required.
- Generating and distribution of a variety of KPI reports.
- Producing contracts of employment.
- Making sure that HR templates, documentation and folders are up to date at all times.
- Preparing & communicating the monthly payroll changes to finance.
- Drafting and administering employee communications.
- Scanning a filling of all HR related documentation.
- Advising managers in regard to a variety of HR process, policy and procedure.
- Updating the content on the employee intranet site.
- HR project work designated by the HR Manager as required.

Who are we looking for

Essential

- A solid background in carrying out a variety of administrative tasks.
- Desire to study toward a professional qualification within Human Resources.
- Proficient computer user in particular, Microsoft Excel and Word.
- Excellent attention to detail coupled with working in a fast paced environment.
- Ability to form relationships with a diverse range of people at all levels, within a business environment.
- Awareness of confidential information and how this should be handled.

Desirable

- Educated to good standard, ideally graduate level but not essential.
- Experience of working with in Human resources, recruitment or training function previously.
- Knowledge of the travel, tourism and hospitality industry.

How to Apply

If this role is of interest to you please submit an up to date CV and covering letter to Sean Keely using the email address below or to find out more information call 01257 248095.

Sean.Keely@alfatravel.co.uk