



Business Support Officer

The role of Business Support Officer will be based at our office in Letchworth and will provide an efficient and supportive first level advisory service to the business on all administrative and HR related matters. Working closely with the Operation's and Production Manager, supporting a wide range of activities; and providing advice and support on generalist HR issues in line with internal policies, procedures and legislative requirements.

Business Support Officer Responsibilities:

- Manage the reception office– ensuring a positive, professional and efficient impression of the business for our clients and employees
- Provide a comprehensive administration service across the business, supporting all business administration activities. ,
- Support the company's document control processes Act as a personal assistant to the management team to include the distribution of mail to the relevant person
- Arrange company travel for management and employees
- Schedule appointments for managers and assist with the organisation of company events
- Provide feedback on office efficiency and suggest possible improvements
- First point of contact for all HR related queries, providing advice and guidance on HR issues, HR policies and employee relations
- Provide a comprehensive support to facilitate the recruitment process, including preparation of job descriptions, advertisements, scheduling of interviews and liaising with recruitment agencies
- Prepare all HR documents including employment contracts and support employee onboarding and induction activities
- Administration of the company HR system (MitreFinch) for the Letchworth office, ensuring employee data is accurate, up to date and stored in accordance with GDPR requirements

Business Support Officer Requirements:

- Previous experience in a similar relevant role
- Proficient in managing Time and Attendance and HRIS systems – knowledge of MitreFinch would be a distinct advantage
- Excellent working knowledge of Microsoft Excel, Word, Outlook and database systems.
- HNC/HND in Business Administration or equivalent (desirable)
- CIPD Level 3 HR certificate (desirable)

Location: Letchworth, SG6 1HD

Hours: Full Time, Permanent, 4 day week Monday-Thursday

Salary: Competitive