

# MONMOUTH

## COFFEE COMPANY

### **HR Project Specialist (Fixed Term, 12 months)**

We are looking for a bright and cheerful person to join our HR team as a project specialist on a fixed term basis. This person will be immersed in HR projects, day to day operations and ad hoc tasks.

### **Skills and Qualities:**

- Previous experience in an HR capacity is required. Professional certification is highly preferred but not essential; relevant transferrable experience will be considered.
- Excellent communication skills.
- Project management, including task organisation and follow through.
- Attention to detail and pride in presentation
- Willingness to learn and help out the team where necessary
- An interest in coffee isn't essential but will be beneficial.

### **Responsibilities will include:**

- New starter processes including checking references, issuing contracts, gathering new starter data and inductions.
- Update and maintain employee handbook.
- Manager training on HR policies and procedures.
- Auto Enrol pension management.
- Payroll assistance.

### **Position Details:**

- Full time, fixed term position. Will consider applicants able to work 4 days per week. Looking for a start date no later than January 2018.
- Based in head office (Bermondsey).

### **How to apply:**

Please email covering letter and CV to [work@monmouthcoffee.co.uk](mailto:work@monmouthcoffee.co.uk) with the job title in the subject line.