

## **TerraQuest**

### **HR Assistant**

**Location: Birmingham with the option of working remotely 3 days per week**

**Salary up to £28,000**

### **Who we are...**

TerraQuest Solutions Ltd, is an award winning and a market leading specialist provider of planning land, property and business solutions. We are an established and trusted organisation which is renowned for its expertise in providing innovative and cost-effective solutions to both public and private sectors. Our team deliver bespoke, flexible and efficient service through a process-orientated delivery structure. We pride ourselves on strong customer relationships evidenced by the high proportion of referrals and repeat business.

### **What we need...**

The Human Resources Assistant will provide responsive and effective HR support to all employees. You must be a team player whilst also being able to work independently, be self-motivated and proactive and able to work efficiently to deadlines. We are a small HR team in an exciting, expanding business and get stuck in together to create a great place to work for everyone.

You will be involved in the full employee life-cycle with a strong focus on recruitment and on-boarding. The below responsibilities are not an exhaustive list but serves to provide greater detail on the type of responsibilities you will be expected to undertake.

### **Some of the things you will be doing.....**

- Respond to HR enquiries
- Provide 1<sup>st</sup> line advice to employees where appropriate
- Undertake research as requested by HR Manager and Executive team
- Complete reference requests
- Maintain an up-to-date awareness of employment law and HR knowledge including GDPR
- Identify ways to streamline HR processes and implement improvements
- Any other HR related project or task that is required by the business and as directed by the HR Manager
- Collate and distribute CV's to the relevant hiring managers via applicant tracking system.

**What we are looking for....**

The ideal candidate will have some experience working in a similar role with strong administration skills. You will have excellent organisation skills and the ability to co-ordinate and manage people, events and data. We are looking for someone who will be committed to learning more about HR and will demonstrate enthusiasm within the role

In return you will receive a basic salary of £26,000 to £28,000 DOE and a generous benefits package.