



Job Title: HR Administrator (Fixed Term – August to October 2019) **HR Department – Bangor, North Wales**

With 30 years of heritage, Book People is the country's favourite direct bookseller, which prides itself on creativity, longevity and authority within the bookselling industry. Founded by book enthusiasts on the principle of making books available to everyone at unbelievable prices, Book People has the unique advantage of offering the knowledge of independent booksellers along with a range competitive with online giants. Through its fleet of local booksellers, mail-order catalogues and award-winning website, The Book People's aim is to give its customers the service they deserve, by make shopping for books as enjoyable and convenient as possible

We are looking to appoint a motivated temporary HR Administrator to join our HR Department in Bangor.

The Role - Main responsibilities

- Processing employee data
- Scheduling of job interviews and contacting candidates as needed
- Sending out offer letters
- Conducting a range of pre-employment checks
- Preparing new contracts of employments
- General administration duties such as photocopying and filing
- Large scale scanning

Skills

- Previous experience of managing high volumes of work in an extremely busy & fast paced HR environment essential
- The ability to work under pressure
- Excellent communication skills, computer literacy, attention to detail is key and the importance of understanding sensitive employee information in a confidential manner
- Planning and time management experience
- Thrive on multitasking
- Be able to prioritise work load

Hours of work

Monday to Friday, 9.00 a.m. – 5.00 p.m. (37.5 hours per week)

Method of application

If you are interested in this exciting Fixed Term HR Administrator vacancy, please apply by submitting your CV along with a covering letter explaining why you believe you are suitable for the position to hr@thebookpeople.co.uk

Closing Date for applications

Friday 16th August 2019