



**Business Support Coordinator (Human Resources)**

**Salary: £19,110 - £22,386 (dependent on qualifications and experience)**

**Hours: 35 per week (Monday to Friday)**

**Closing Date: Thursday 1<sup>st</sup> September 2022**

Fair Deal is a social enterprise company providing assistance and support for people with learning disabilities, older people and young people. Based in Castlemilk, Glasgow, we work alongside people who use our support, to help them have the kind of life they want.

We have an exciting opportunity for a dynamic individual to join our Business Support Team.

Working in a fast-paced environment, this role works closely with staff to provide effective, confidential and efficient administrative support within our Reception and Business Support Team Office.

**Role** - You will require the following Essential Qualifications and Experience:

- HR and/or Learning & Development experience
- Webroster experience (desirable)
- Educated to SVQ Level 3 in a Business-related discipline (desirable)
- Excellent Microsoft knowledge
- The ability to work independently and as part of a team.
- The ability to use initiative and a can-do approach in the workplace.
- The ability to complete work to deadlines.

**Duties -**

- Ensure accurate HR and training records are maintained
- Support the organisation's recruitment process
- Process and update PVG applications
- Support the attendance and absence management process
- Supporting internal and external inquiries and requests related to the HR department
- Facilitate the ongoing training program for staff including consulting with training providers
- Building and maintaining strong relationships with managers and employees.
- Ensure compliance with Data Protection Legislation

In addition to a rewarding career, with competitive rates of pay, Fair Deal can offer a wide range of staff benefits including, competitive holiday entitlement, company sick pay scheme, workplace pension scheme and enhanced maternity/paternity benefits.

Please visit our website [www.fair-deal.org](http://www.fair-deal.org) for the full job description and application pack.

We can only accept electronic applications which should be emailed to:

[info@fair-deal.org](mailto:info@fair-deal.org)

**If you would like to discuss this role in more detail, then please contact Jill Grace on 0141 634 4996.**