



# HR Coordinator

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## JOB DESCRIPTION

Creating Better Life Experiences.  
One Home at a Time.

**BLOOR HOMES**<sup>®</sup>

<b>Job title</b>	<b>HR Coordinator</b>
<b>Department</b>	Human resources
<b>Responsible to</b>	HR Director

### POSITION SUMMARY

Responsible for providing administrative and operational support across the HR function inclusive of recruitment and employee relations. The HR coordinator will be the first point of contact for queries in relation to the HR Systems and will ensure that a high level of confidentiality is maintained at all times.

### KEY WORKING RELATIONSHIPS

HR Director, HR Advisors, HR & Training Assistant, Talent Acquisition Advisor, , Payroll, Office Managers.

### MAIN DUTIES

1. To provide support with the introduction of new systems to deliver HR initiatives.
2. Day to day management of current HR systems, including but not limited to iTrent, ESS and Reach.
3. Work to resolve any issues arising from an HR System.
4. Management of SharePoint Online (HR Portal).
5. Jointly managing with relevant supplier and business stakeholders for any required system upgrades inclusive of testing.
6. Organise relevant HR departmental meetings inclusive of the Bloor Homes Induction
7. To continually develop HR software to ensure maximum ROI and the best customer experience.
8. Assisting the HRD with the monthly payroll.
9. Management of BUPA Memberships across the group.
10. Fleet Management Assistance.
11. Ensure the exit interview tracker is maintained and support with exit interviews when required.
12. Management of HR Administrative processes for Head Office including but not limited to; amendment to contracts, processing of return to work forms, maternity and paternity leave processes.
13. Production of power BI reports
14. Running of Monthly and Yearly Reports and Collation of Data.
15. Build and maintain strong relationships with key project stakeholders.
16. Attending meetings that may be necessary in the performance of your duties.
17. Complying with and upholding company policies and procedures.
18. Management of the HR Inbox.
19. Supporting the Talent Acquisition Advisor in times of annual leave and sickness.
20. Undertaking any additional tasks as may reasonably be required from time to time.

*It is a requirement of Bloor Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.*

