



HR COORDINATOR

PERSON SPECIFICATION

Creating Better Life Experiences.
One Home at a Time.

BLOOR HOMES[®]

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| Job title | HR Coordinator |
| Responsible to | HR Director |

| | ESSENTIAL | DESIRABLE |
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| EXPERIENCE | <ul style="list-style-type: none"> Working with HR information systems. Applicant tracking system knowledge. Learning management system knowledge. Corresponding and communicating with employees. | <ul style="list-style-type: none"> iTrent experience. Project Management. Knowledge of the Right to Work legalisation and processes. Data analysis skills. |
| QUALIFICATIONS | <ul style="list-style-type: none"> Good level of education including English & Maths or equivalent. Full UK Driving Licence. | <ul style="list-style-type: none"> CIPD Level 3 or above |
| KNOWLEDGE & SKILLS | <ul style="list-style-type: none"> Excellent problem-solving skills. Competent user of all Microsoft Software (SharePoint, Excel, Word, OneNote & Teams) Understands the needs for confidentiality and importance of GDPR. Excellent time management, planning, and organisational skills. Attention to Detail. | <ul style="list-style-type: none"> Intranet Management Experience of running reports and extracting data. |
| ATTRIBUTES | <ul style="list-style-type: none"> Must have initiative. Have cost awareness. Demonstrates flexibility and adaptability. Ability to meet tight deadlines. Be flexible to business demands. | |