**VACANCY**

**HUMAN RESOURCES ASSISTANT**

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| **TITLE** | Human Resources Assistant |
| **PLACE OF WORK** | Halton Haven Hospice |
| **HOURS OF WORK** | 22.5 hours over 5 days |
| **RESPONSIBLE TO** | Human Resources |

An excellent opportunity has arisen for an enthusiastic and highly motivated HR Assistant to join our team at Halton Haven Hospice.

We are a healthcare charity that delivers vital care to people suffering from life limiting illnesses across Halton with staff who work in medical, nursing and care roles together with those who work with our income generation service that supports our fundraising. We employ around 90 staff.

The postholder will provide HR administrative and systems support to the organisation. The role will provide an opportunity to gain “on the job” experience and working knowledge of all areas of HR.

The successful post holder will be professional with excellent engagement and communication skills to enable them to be contactable for HR queries. The postholder will be organised, able to prioritise a busy workload and have sound ICT skills.

Informal discussions are strongly encouraged so please contact the **HR Department on 01928 712728 or email** [**HR@haltonhaven.co.uk**](mailto:HR@haltonhaven.co.uk)

Shortlisted candidates will be asked to undertake an assessment activity to include an excel spreadsheet exercise as part of the recruitment process.

*We reserve the right to close a job advert early where sufficient applications have been received.*