

## HR Administrator – 12 month fixed term

Steeper Group is a privately-owned business that was formed over 100 years ago. Since then we have expanded across prosthetics, orthotics and assistive technology – with a focus on creating significant turning points in individuals' lives through exceptional clinical services and award-winning products.

We are a true leader in our market. From humble beginnings, we have grown to become one of the UK's largest suppliers of Orthotic, Prosthetic and Assistive Technology products. Uniquely, we combine age-old craft skills with the latest innovations in manufacturing and materials.

**Steeper's vision is to create life's turning points, together. We aim to do this with innovative prosthetic, orthotic and assistive technology products and services.**

We currently have a vacancy for a motivated team player to join our company as a HR Administrator for a fixed term of 12 months who will work closely with the HR Team at Head Office.

The successful candidate will be the first point of contact within the company for all HR admin related enquiries, and will be responsible for delivering a timely and efficient service to the business.

### **Duties/ Responsibilities:**

In this role you will:

- Answer general enquiries to the HR inbox, either to be responded to or actioned same day (logging of information).
- Maintain records and systems promptly and accurately, ensuring data protection requirements are met.
- Collate data, analyse and report on information such as headcount, absence and turnover as and when required.
- Proactive management of short-term absences in line with the SOP.
- Work with HR Team on all recruitment administration.
- Collate and log appraisals on an annual basis, picking out any performance issues or training requests.
- Maintain the company organisation chart, with starters, leavers, staff movements.
- Influence and build relationships with all stakeholders within the business, ensuring behaviours are in line with Steeper values.
- Assist the HR Team as and when required with ER case work by taking accurate notes during meetings, and assist in preparing/compiling documentation where required.
- Work with HR Team to pick up training administration including the administration and co-ordination of internal training programmes.
- Proactive engagement in gathering and analysing feedback on training programs to measure their effectiveness, assisting HR Team with putting action points together for future training
- Work with the Payroll Officer to pick up payroll administration as and when required.
- Assist with Occupational Health referrals and administration.
- Provide general administrative assistance as and when required.

The list above is not exhaustive.

You will need to have excellent communication skills and must be able to work quickly and efficiently both independently and within a team. Experience in a fast-paced environment and the ability to multi task is essential. Previous experience within an office environment, and Level 3 CIPD (or working towards) would be desirable.

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# Vacancy

## What we offer in return!

- Free Car Parking
- Competitive Salary
- Onsite Food Hub
- Employee Assistance Programmes
- Qualification Support

If you feel you have the necessary attributes to be considered for the above position, to apply, please complete an application form or submit your CV. Application forms can be obtained by emailing the HR team on (hr@steepergroup.com). Alternatively visit <https://www.steepergroup.com/about-steeper/careers/current-opportunities/> and download an application form from the website.

Due to the high volume of applications we anticipate we will receive for this role, in the event you have not heard from us within 14 days, we regret to inform you that you have been unsuccessful in your application.



Steeper is committed to valuing diversity and treating everyone who works for or wishes to work for us fairly. We will treat everyone with the same attention, courtesy and respect, regardless of age, impairment, ethnic origin, nationality, religion or belief, social class, sex, sexual orientation, gender reassignment, marital or civil partnership status, responsibility for dependents, pregnancy and maternity or trade union activity. Steeper is committed to act positively towards disabled people and we actively welcome applications from disabled people.