

Roles and Responsibilities Statement



Name:	TBA	Job Title:	HR Administrative Assistant (P/T)
Line Manager:	Kathryn Griffiths	Start Date:	TBC

Purpose of Role: To provide a full range of administrative support to the HR Manager. The post holder will also be expected to provide some lunchtime and vacation support to cover the Reception.

This position is based in Aquaterra Energy's Head Office in Norwich.

Main Duties:

- Scanning and filing documents
- Raising Purchase Orders and booking training courses as directed
- Assisting in the administration of recruitment campaigns by:-
 - Pricing advertisements
 - Acknowledging CVs
 - Distributing CVs for review
 - Assisting in the organisation of interviews
 - Drafting offer/rejection letters
- Maintaining the register of speculative CVs and responding to any speculative enquiries
- Liaising with the QHSE department to ensure the company organogram is kept up-to-date
- Assisting with internal and external correspondence
- Maintaining staff sickness and absence records
- Booking offshore staff survivals, medicals and inoculations
- Ensuring the Offshore Personnel Database is maintained

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- Responsible for updating reception as to staff leave and lieu time on a weekly basis
 - Providing an additional resource to cover telephone call handling and reception cover
 - Any other duties within the scope of the post holder's competency as agreed and on occasion

Responsibilities (Specific to Health & Safety):

- Participating in and implementing risk assessments
- Reporting accidents, incidents, near misses, and other safety concerns
- Implementing the requirements of the AEL staff handbook
- Complying with the AEL HSW policies as outlined in the staff handbook

Environmental Responsibilities

- Recycling as per the local recycling arrangements
- Complying with Environmental Policy and Procedure
- Reporting environmental concerns and complaints
- Reporting any Environmental issues and suggesting improvements