

## HR and Office Assistant

**Location:** York, North Yorkshire

**Salary:** Competitive, dependent on experience

**Closing Date:** TBC

We're looking for an enthusiastic HR and Office Assistant to join our York Office. This is a fantastic opportunity to gain exposure to a broad number of HR transactions, as well as incorporating other office administration.

This position provides an exciting opportunity to build on your current knowledge and experience within a well known and growing firm. You will be the first point of contact for all HR and Office related queries as well as working on important projects to aid the future development of the department and company as a whole.



### About Us

Crombie Wilkinson is one of North Yorkshire's largest and most long-established firms. First established in the 1800s and in its current form in 1991, the firm now comprises of over 100 staff including 10 Directors and 45 Legal Advisors. With offices in York, Selby and Malton, we are uniquely placed to serve the region with a comprehensive and high-quality legal service. We place much importance on our local knowledge, as well as ensuring service qualities are being met.

We are an ambitious firm, with high standards of client care. We are also passionate about developing our people and we are both Lexcel and Investors in People accredited.



### About The role

Reporting to the HR/Office Manager, you will be responsible for assisting with the daily running of the Office and HR function. The successful candidate will work on a variety of tasks including:

- Management of new starter and leaver processes – including carrying out Inductions and Exit Interviews
- Maintaining all internal employee records on our PeopleHR system and administration of full HR employee lifecycle
- Assisting with recruitment – composing adverts and job descriptions, conducting interviews and liaison with agencies
- Management of staff absences such as sickness and holidays
- Assisting with employee relations issues such as maternity leave, flexible working requests
- Maintaining and reviewing all internal HR policies and updating in line with legislation
- Preparing monthly HR Reports
- Assisting with projects to progress the HR strategy

- Assisting with office management duties including updating systems, arranging maintenance and assisting with audits.

## About You

At Crombie Wilkinson we put great emphasis on our values. Our values underpin our strategy and we want to ensure that every member of the team embraces them to further our ambitions for our business, our people and our clients.

You will be searching for a role where you can build on your expertise and continuously learn and improve to take your career to the next level.

To be successful in this role, you will need:

- Current or recent experience within a HR based role or similar
- Understanding of holiday processes and absence management
- An understanding of recruitment processes
- Excellent communication skills (both written and verbal), with a dedication to client care
- Strong attention to detail, with a proven ability to follow appropriate processes at all times
- Excellent IT skills including Excel and Word and experience working with HR information systems
- To enjoy working with people and to display a high level of confidentiality, tact and diplomacy
- Excellent interpersonal skills with the ability to work well in a team
- Flexibility in a growing environment and the willingness to learn



## Interested?

We offer a competitive salary and benefits package – which includes 25 days holiday a year. We provide a fully supportive background to your Continuous Professional Development within a friendly team environment. The firm is in a superb location in the heart of beautiful York and offers a great work/life balance.

If the above role sounds exciting to you and you believe you can meet our expectations then please do apply by sending your covering letter and CV to [jobs@crombiewilkinson.co.uk](mailto:jobs@crombiewilkinson.co.uk). If you would like some more information before applying, please do not hesitate to contact our HR team on 01904 624185.