

Job Title: HR / Office Administrator (Leeds, UK)

Salary: Up to £23,000 (depending on experience)
with pension and generous holiday allowance

Medisoft is looking for an experienced HR and Office Administrator to provide the Finance & HR Manager with day-to-day human resources and general office support. The role is based at Medisoft's head office in Leeds.

This is a new position and would suit someone looking to move from a HR team into a role covering a broader range of HR activities. Experience of working in human resources is therefore essential. The successful candidate will be able to demonstrate attention to detail with excellent written and verbal skills, and a confident telephone manner. The role is full time, but we would be willing to consider a part-time role for the right candidate.

The role involves:

- Leading recruitment programmes and analysing results.
- Assisting with recruitment activity, including: preparing and posting job advertisements, vetting applications / candidates, arranging interviews.
- Liaising with recruitment agents as necessary.
- Making offers of employment and giving interview feedback to unsuccessful candidates.
- Taking, following up and checking employment references.
- Preparing and updating contracts for staff and contractors.
- Assisting with and documenting staff inductions, appraisals and exit plans.
- Maintaining personnel records, logging annual leave and sickness absence.
- Assisting with the administration of the Company Pension Scheme and auto-enrolment.
- Arranging and documenting training and professional development for all staff.
- General office administration duties, including: staff travel arrangements, assisting with marketing activities and attendance at exhibitions /conferences, asset management.
- Assisting with meetings, event booking and ensuring an excellent working environment.
- Occasional purchasing of equipment for internal or customer use.

Medisoft is a multi-award-winning healthcare IT company and offers an exciting and challenging working environment. This role provides an opportunity to make a real difference to people with eye conditions and the clinical teams who care for them.

To attract and retain the very best talent we offer a generous package, including:

- Competitive Salary
- Contributory Pension Scheme
- Incremental holiday allowance
- Flexible working hours
- Annual Team Tour
- Childcare vouchers and subsidised cycle to work scheme
- Long service Profit Share Scheme

Medisoft is an equal opportunities employer and invests heavily in its employees. If you think you can bring something special to our award winning team please email a current CV and covering letter to careers@medisoft.co.uk.