



**ELECTRONIC
TEMPERATURE
INSTRUMENTS LTD.**

ETI JOB DESCRIPTION

Job Title HR Coordinator
Responsible to HR Manager

About ETI

Electronic Temperature Instruments (ETI) Ltd, was launched in 1983 and is a UK award-winning manufacturer renowned for its precision digital thermometers and temperature-related instruments. With a focus on accuracy and innovation, ETI caters to various industries such as food service and facilities management, offering reliable solutions for temperature measurement needs.

HR Mission Statement

To support the goals and challenges of the business by providing services that promote a working environment that is characterised by the fair treatment of staff, open communications, personal accountability, trust and mutual respect.

Key Responsibilities:

- Provide confidential administrative and professional support to the HR Department in line with company policies and procedures.
- Deputise for HR Manager at the early stages of routine low-risk disciplinary and grievance meetings as and when required.
- Take responsibility for the day-to-day running of the HR Management System (HRMS), updating and developing functions, acting as the first point of contact for HRMS queries, and providing training to managers and staff on how to get the most out of the database.
- Create regular HR metrics from HRMS (eg sickness, holiday, right to work, turnover, etc) and other ad-hoc reports as and when requested by HR Manager and Directors.
- Coordinate recruitment campaigns (online and face-to-face), including advertising, arranging and attending interviews (as and when required), booking facilities, sending response emails, drawing up recruitment metrics, etc.
- Prepare routine HR administration in relation to starters, changes, leavers, and other documents in relation to terms and conditions of employment to ensure that the company complies with legal requirements.
- Dealing with general HR inquiries and escalating to HR Manager when appropriate.
- Full facilitation of HR-related meetings, eg disciplinaries, grievances, etc, including the booking of facilities, preparing accurate and timely notes, and following up on action points.
- Assist with the setting up and maintenance of a company intranet.
- Creating and taking responsibility for all work experience placements, liaising with schools/colleges, internal managers, drawing up schedules, etc.
- Assist with reviewing and updating policies, procedures, processes, etc.
- Undertake ad-hoc projects and conduct research eg implementing a new HRMS, intranet system, etc, in conjunction with HR Manager.
- Arrange and book company management training, company first aid training & other ad-hoc training i.e. Forklift/PAT testing.

Main interactions:

- Internally – all members of staff
- Externally – Recruitment websites, agencies, training providers, etc

Knowledge and experience:

- Extensive experience of working in a similar role within an HR environment.
- Good knowledge and understanding of UK employment law, theory, and HR best practice.
- Proficient understanding and extensive use of HRMS eg instigating, updating, developing functions, training, etc.
- Excellent understanding of GDPR and how it affects the work of an HR Department.
- Dealing with highly sensitive and confidential information in a diplomatic and trustworthy manner.

Training/Skills:

- CIPD qualification - Level 3 or equivalent.
- Excellent interpersonal and communication skills – both written and verbal.
- Self-assured in delivering presentations and skilled at communicating with non-HR colleagues.
- Ability to prioritise a high volume of work and a wide range of tasks.
- Maintain high levels of tact, discretion, and confidentiality.
- Excellent prioritisation, planning, and organisational skills.
- Proficient user of Microsoft Office applications, Adobe, and other relevant software packages.
- The ability to learn/absorb knowledge quickly and retain information.
- Ability to work with confidential information in a trustworthy manner and act with discretion and diplomacy.

Other

- Undertake all duties in accordance with ETI Ltd policies.
- Attend all training when required in order to adhere to mandatory regulations, legislation, and best practice.
- Promote the company positively at all times.
- Adhere to all aspects of confidentiality and Data Protection to comply with the law.
- The post holder will be required to undertake such other duties as may be required, therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.
- The organisation reserves the right to update or amend the job description, from time to time, to reflect changes to the role. The post holder will be consulted about any proposed changes.

I confirm that I have read, understood, and accept the duties detailed in this Job Description.

Employee name

Employee Signature

Date