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<b>Job Title:</b>	<b>Business Support Co-ordinator</b>
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Purpose
<p>The holder of this post will be handling payroll, maintaining training records, HR administration support, and recruitment activities. The role includes administration support for QHSE and product stewardship disciplines and Company management. This role requires some ownership of the Document management System within SharePoint.</p>

Requirements
<p>Education: HND / HNC level equivalent or experience in a similar role</p> <p>Other: Excellent communication skills, self-starter, ability to work with minimal supervision individually or part of a team, excellent attention to detail, experience working with sensitive information.</p>

Core Responsibilities and Key Tasks
<ul style="list-style-type: none"> <li>• Human resources; vacancy adverts, preparing employment contracts, point of contact for HR related issues, facilitating meetings / grievance / disciplinary reviews, appraisal distribution and HR legislation &amp; GDPR compliance.</li> <li>• Payroll processing, pension and data input, P60, training records and medical bookings.</li> <li>• QHSE support; upgrading QHSE management systems, upkeep of ISO accreditations, support to QHSE manager.</li> <li>• SDS creation &amp; distribution, HOCNF preparation, revising documents and procedures. Documenting COSHH / Risk assessments. Updating risk registers</li> <li>• Administration of SharePoint software, ensuring all users are trained and problem solve any issues. Maintain Document Management System within SharePoint.</li> <li>• Work with GM's on projects as and when required.</li> </ul>

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- Be aware of and adhere to requirements of the company's policies, objectives and systems relating to Quality, Health & Safety and Environmental management.
  - Subject to the Company's workload, perform any other tasks within your capabilities for the Company as required by the Senior Management Team.
- Other responsibilities:
- Administrative support to senior management as and when required

Basic Training
IT – Microsoft office competency HR – familiar with current HR legislation and GDPR requirements

Reporting
The holder of this position reports to: General Manager  Other staff reporting to this position: None

Financial Authority
Authority to procure goods/services? N  If yes, to the value of:

Human Resource Authority
Authority to: facilitates and implements HR processes upon prior approvals

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Acknowledgement	
<p>I confirm that I have read and understood this job description and accept the responsibilities and accountabilities assigned to me.</p>	
Signed - Employee	Date:
Signed - Manager	Date: