



# HR Administrator – Part Time

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## ABOUT RXCELERATE

The RxAccelerate group provides a platform for out-sourced drug discovery and development services and has a client base ranging from virtual biotech companies to multinational pharmaceutical companies. We design and deliver complete drug development programmes and project management for our clients from inception through to Phase II clinical studies.

This is an exciting time to join us as we continue to scale up to support our growing client base. Our numerous success stories speak for themselves as we have become the drug developer of choice for many of the UK's top venture backed biotech start-ups.

## THE ROLE

An excellent opportunity has arisen for a HR Administrator to support the Human Resources Manager and Talent Acquisition Manager. This is a critical role for our scaling business and is offered on a hybrid working basis.

### **Main Responsibilities:**

#### **General**

- Responding to HR queries in a timely manner, escalating when necessary
- Administer HR related documentation, for example, offer letters and contracts of employment
- Owning the new starter on-boarding process, including starter packs, liaising with new starters before joining and arranging and conducting inductions.
- Informing the business of new starters and liaising with Facilities to ensure a smooth onboarding process
- Updating the HR and Talent Acquisition page of the Company Intranet and help create content
- Organising and maintaining electronic employee records
- Take notes at disciplinary and grievance meetings as and when required
- Liaise with the Accounts Department by providing relevant employee information (e.g. leavers, starters, sickness, maternity, paternity etc)
- Assist the HR Manager and the wider team with general ad-hoc tasks

## **HRIS – PeopleHR**

- Ensure the HRIS system, PeopleHR, is up to date, accurate and complies with legislation
- Become the Superuser of PeopleHR

## **Recruitment**

- Ensuring all job adverts and platforms are up to date
- Arranging interviews and issue relevant correspondence
- Conducting right to work checks
- Liaise with hiring managers and recruitment agencies
- Become the Superuser of the internal applicant tracking system
- Assist with the Talent Acquisition Manager and the wider team with general ad-hoc tasks

## **Knowledge, Skills and Abilities**

### **Essential**

- Organisational and administrative skills
- Excellent verbal and written communication skills with high attention to detail
- Previous experience working as part of a team and a track record of using your own initiative to solve problems
- Ability to prioritise your workload and take a proactive approach to ensure tasks are completed within set deadlines
- Be approachable with a 'can do' attitude
- Proficient in Microsoft Office – Outlook, Excel, Word, Powerpoint
- Professional, helpful and confident approach
- Previous experience of working within HR

### **Desirable**

- Experience with HRIS PeopleHR
- CIPD Level 3

RxCelerate offers a competitive salary with an annual bonus scheme and company benefit package. The role is offered on a part time basis, working 30 hours per week.

When applying for this role, please include a cover letter outlining how you meet the competencies described above. Interested applicants should send their cover letter and curriculum vitae in PDF format to [careers@rxcelerate.com](mailto:careers@rxcelerate.com). Informal enquiries can also be directed to this email address. Only applicants based in the UK and EU need apply, as this role does not qualify for international sponsorship. No agencies please.