

Cobalt Energy – Job Specification

Job Title:	HR Administrator
Reporting to:	Head of HR
Responsible For:	None
Salary:	£25,397.00 per annum
Location of Role:	ML11 8TS
Hours of work:	40 hours per week: 08:30 – 17:00 with a 30-minute unpaid lunch break

Job Purpose:

We're looking for a proactive and detail-orientated HR Administrator to provide comprehensive HR administrative support with a strong focus on recruitment processes. This dual-role position involves managing end-to-end recruitment administration alongside general HR tasks to support the HR department in delivering a smooth employee lifecycle experience.

Role & Responsibilities

- Coordinate end-to-end recruitment administration: post job adverts, schedule interviews, liaise with hiring managers, and communicate with candidates.
- Screen CVs and shortlist applicants based on job criteria.
- Manage candidate tracking and update the recruitment tracker.
- Support hiring managers during interviews, assessments, and onboarding (if required).
- Liaise with external recruitment agencies and job boards as needed.
- Ensure a positive candidate's experience throughout the recruitment process.
- Maintain and update employee records in line with GDPR and internal data policies.
- Providing administrative support across the employee lifecycle
- Preparing HR documents including offer letters, contracts, and any associated HR paperwork to all new starters.
- Maintaining accurate and up-to-date records on our HR system.
- Day-to-day management of the HR email inbox; responding to HR-related queries from employees and escalating where needed.
- Assisting with absence management, ensuring data is recorded and shared with the right people.
- Contributing to HR projects and engagement initiatives.
- Administration of the HR system entering new starters and leavers onto the system.
- Assisting in the monthly HR/payroll meeting to ensure accurate and timely submission of employee data.
- Collaborating with payroll, Business Services, and other departments to ensure smooth HR operations.

What we're looking for:

- Experience in a HR or recruitment administrator role.
- Strong understanding of the recruitment process and candidate management.
- Excellent organisational and time-management skills.
- Proficient in Microsoft Office (Word, Excel, Outlook).
- Strong written and verbal communication skills.
- High attention to detail and accuracy.
- Ability to handle sensitive information confidentially.

- Strong attention to detail and organisational skills.
- A proactive, solution-focused mindset and a team player attitude.
- Familiarity with HR systems is a bonus, but full training will be provided.
- Maintaining employee confidence by always keeping HR information confidential.
- Maintaining a quality HR service to the organisation by following organisation standards.
- Promotion of an open, transparent, positive, and winning culture throughout the business.

What we offer:

- A collaborative and supportive HR team.
- Variety in your day – no two days will be the same!
- Access to employee benefits

Qualifications / Experience / Skills / Competencies:

- Strong administration skills.
- Excellent attention to detail and accuracy.
- Good communication skills, both written and verbal.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Ability to work both independently and as part of a team.
- Comfortable working in a fast-paced environment and managing competing priorities.
- Customer service orientation – comfortable working with internal stakeholders and external candidates.
- Adaptable and responsive to change in a fast-paced environment.

Application details

Please send a cover email and CV to the Group HR department:
hr@cobaltenergy.co.uk

We would politely request no agencies please; we do have existing arrangements with agencies who perform an excellent service, but we maintain several approaches to the recruitment of new staff, and we are not looking for any new agencies at this time.