

Human Resources Assistant

Salary:	£26,618 — £28,065 Inclusive pro rata per annum
Annual leave:	28 days (pro rata) per annum plus bank holidays
Working hours:	3 days per week
Responsible to:	Human Resources Manager

An opportunity has arisen for a highly motivated and organised individual to join the Human Resources Team. As the HR Assistant, you will work directly with the Human Resources Manager while also supporting the wider Management Team. The post holder will provide general administrative support in a range of activities, including administration of employment processes, pay and conditions, policies and procedures, employee relations and maintaining Electronic Staff Records. (ESR). In this role, you will also be managing highly sensitive HR-related issues. Your excellent interpersonal skills will enable you to deal with internal and external colleagues and stakeholders at all levels.

Experience of working in an HR department and knowledge of ESR is desirable.

For an informal discussion, please contact Justine Iwala, HR Manager, on 020 7613 6304 and for an application form and Job Description, email: personnel@mildmay.org.

Closing date: 31 March 2023.

Mildmay Hospital was founded in the 1860s as a Christian charitable hospital, serving the poorest communities in the East End of London. For over thirty years, we have been at the forefront of HIV care for patients across the UK. In addition, we provide medical care for people who are homeless in the capital. Internationally, Mildmay has worked in several countries worldwide, originally in the late 1800s as Medical Missionaries and more recently to support the education of clinical professionals and the development of healthcare systems. This work is currently primarily focused on Africa. We are supported by donations from individuals, charitable trusts, foundations, and businesses to help develop our facilities and services.