

# Candidate of the Week

## No 3139

### Consultant: Kelly Smith

#### Snapshot of Recent Duties:

- Delivery of a seamless advisory and administrative service in relation to people related matters and processes
- Ownership of recruitment process, providing co-ordination and support throughout
- Acting as an HR representative in formal employee meetings, including investigation, disciplinary and return to work meetings
- HR Support and guidance for monthly payroll management
- Supporting Head of HR with strategic people projects

#### Key Skills and Achievements:

- Strong HR generalist especially skilled in recruitment / resourcing, employee relations / engagement and L & D
- Great communication skills, both verbal and written
- Planning workload to meet deadlines
- Ability to work unsupervised and as part of a team
- Tactful, diplomatic and trustworthy

#### Employment History

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|---------------------------|--|
| • September 17 – Present  | HR Advisor (promotion from below)                        |
| • March 16 – September 17 | HR Assistant (promotion from below)                      |
| • May 15 – March 16       | Relationship Support Manager                             |
| • March 11 – May 15       | Admin Assistant and Account Manager Direct Marketing Ltd |

#### Notice Period:

4 weeks

#### Salary Expectations:

Circa £26,000

If you would like further information about Candidate 3139 or would simply like to chat with one of our Consultants, please contact the office on 01924 377500 and we will be delighted to assist.

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