Human Resources Officer is responsible for –

* Crewing (including rotas/cover/shift change/holidays)
* Overseeing all recruitment processes
* Liaising with Line Managers on Induction and Training
* Liaising with Line Managers on performance management of current employees
* Personnel Record Keeping (including next of kin)
* Creating Contracts of Employment
* Liaising with Line Managers on Staff Appraisals
* Issuing and record keeping of PPE and Uniform
* Employee Annual leave entitlement
* Company Policies
* Inputting and updating crew details on computerized systems
* Following up on performance concerns and disciplinary action with staff members
* Assisting Data Protection Officer
* General admin duties
* Working with department heads on all HR aspects
* Practicing the highest level of confidentiality

Responsible to the Company Directors

**Human Resources Manager -**

Highly Organised, Professional, Approachable, Can work independently or as part of a team, Excellent People Skills, Good Oral and Written Communication Skills, Good knowledge of Employment Laws and Regulations