

Job Description

Operations Administrator

Position: Operations Administrator

Reporting to: Operations Manager

Summary:

- The primary function of this role is to manage the processes of onboarding new staff, making changes to current staff details, and exiting staff from company systems where required.

Job Description:

HR

- Produce all employment contracts, variations of contract and change letters
- Maintain employment databases
- Process all new and exiting staff members, and changes in staff details
- Keep personnel filing up to date
- Place advertisements for recruitment as required and manage applications
- Coordinate 'New to Industry' letters

IT

- Set up new staff in all PB systems relevant to the position
- Log any new hardware requirements with IT
- Communicate new start up information including passwords
- Exit staff from PB systems as required

Marketing

- Organise for clear cutting of photos
- Upload photos in specified locations
- Set up marketing profiles
- Action all changes to marketing profiles

Other

- Maintain loyalty/longevity register, manage distribution of gifts and certificates
- Maintain performance management database, communicate monthly review dates to managers
- Any other duties in line with the position as directed by manager.

Responsibilities:

- No management responsibilities