

Role: Administrative Assistant

Supporting: HR and Finance departments.

Salary: £18,000 - £20,000

Hours: Monday to Friday 8.00am to 5.00pm

Location: Pembroke Dock

Genpower is the exclusive distributor for Hyundai Power Products for the UK and Ireland.

Due to continued expansion, we have a brilliant opportunity for an Administrative Assistant to join our team. The successful applicant will provide a full and high-level administrative support to both our HR department and Finance Admin department.

We are looking for a meticulous, highly organised individual with a solid understanding of administrative processes. You will have excellent communication skills and the ability to use initiative to prioritise workloads. You must be able to work with confidentiality and remain calm under pressure when managing day-to-day tasks. The ideal candidate will have previous administration experience, HR / Finance experience would be advantageous but is not essential.

Duties to include but are not limited to:

- Supporting our core HR processes and providing general administrative support.
- Auditing and maintaining HR personnel files to ensure compliance with our internal policy, legal and regulatory obligations.
- Liaising with colleagues to ensure that HR documentation is obtained and quality assured.
- Sending employee correspondence (letters, emails).
- Supporting with scheduling and minute taking.
- Helping to maintain annual leave, training records and personnel files, ensuring reporting is accurate and up to date.
- Recruitment administration: posting job adverts, preparing interview schedules, updating candidates.
- Supporting with admin for new starters: creating and sending new starter paperwork, coordinating the return of the relevant documents, referencing, and other associated tasks.
- Data entry.
- Providing general administrative support to our finance team.
- Processing sales orders.
- Taking calls and directing them to the relevant departments.
- Answering customer service enquiries from end user customers and dealers.
- Supporting with sales and purchase ledgers.
- Reconciliations.
- Helping with month end tasks where required.

Skills, qualifications and/or experience required:

- Fully IT literate and competent in the use of Microsoft Office (e.g. Email, Word, Excel) and fully conversant with the internet.
- Attention to detail.
- Good written English and basic numeracy, together with a good general education.
- Ability to compose clear, accurate and concise documents.
- Competent typing abilities.
- Excellent oral and written communication skills (including telephone skills).

- Team player, able to work well with others and supportive of company objectives.
- Personal leadership, self-awareness, self-confidence, self-motivation, ability to take initiative and ability to cope with high workloads and competing priorities.

What is in it for you?

In return you will receive a competitive salary and optional benefits including:

- Perkbox
- Private AXA health cover.
- Increased holiday allowance with service.
- Employer contribution pension scheme.
- Working pattern – Monday to Friday, 8am to 5pm.

Genpower provides huge scope for career progression due to our continued growth and success of our team.

If this is a role you could make a difference in then please apply with CV and Cover Letter outlining your suitability.

