

JOB TITLE:
HR Administrator

DEPARTMENT
Human Resources

HR Testimonials

Q: WHAT DOES YOUR TYPICAL DAY AT WORK LOOK LIKE?

A typical day:

- Ensure that all the emails received into the HR inbox are actioned daily.
- To ensure that all the HR trackers are kept up-to date with all the relevant information.
- Processing all new starter documents (contracts/offer letters).
- Drafting letters to send out to employees (passed probation, acknowledgement of resignation).
- Maintaining and ensuring the payroll tracker is updated regularly and has accurate information.
- Assisting in projects for the HR Manager/Coordinator & HR Director.
- Ensuring we have the relevant right to work documents for all new starters.
- Run staff inductions for all new starters.
- Perform general admin tasks.



Q: WHAT IS YOUR FAVOURITE PART OF YOUR JOB ROLE?

I would have to say that my favourite part of my Job is that no day is the same, there are always new tasks for me to get stuck into. I have learnt a lot about HR and the various policies that run alongside and it has opened my eyes to exciting new possibilities.

I have also really enjoyed getting to know the members of my team both in HR and Recruitment. They have been extremely welcoming and are always on hand if I have any questions or need help in understanding various processes or procedures.

Overall I would say that both the Job as a whole and my team would be my favourite parts of my role.

Q: WHAT DO YOU ENJOY THE MOST ABOUT WORKING AT GEAR4MUSIC?

I really enjoy the team dynamic and that everyone is friendly and approachable. I enjoy the relaxed atmosphere in the office and that people are encouraged to express themselves.

I also like that hard work is rewarded be that through the regular performance reviews to providing the staff with a summer BBQ. Overall I would say Gear4music is a great place to work and build a career.

