

Job Title: HR Specialist

Location: South East, London

Salary: £30,000 - £35,000 per annum

Position Overview:


We are seeking a dedicated and experienced HR Specialist to join our client's rapidly growing healthcare provider organization and contribute to our mission of providing outstanding care services. The HR Specialist will play a key role in managing human resources functions, fostering a positive work environment, and supporting the professional development of our team members.

About Us:

We are a leading provider of compassionate and high-quality care services for individuals and families in the UK. We are committed to delivering exceptional care and support to our clients, ensuring they live fulfilling and dignified lives and we believe in strict checks, in-depth training, and ongoing support for the carers and personal assistants who join our team.

Responsibilities:

- Oversee the full spectrum of HR activities, including recruitment, onboarding, performance management, and employee relations.
- Develop and implement HR policies and procedures in compliance with relevant legislation and best practices.
- Conduct recruitment processes, including job posting, candidate screening, interviewing, and selection.
- Manage employee onboarding and orientation programs to ensure a smooth transition for new hires.
- Provide guidance and support to managers and employees on HR-related matters, including performance evaluations, disciplinary actions, and conflict resolution.
- Coordinate training and development initiatives to enhance employee skills and competencies.
- Maintain accurate and up-to-date employee records and HR databases.
- Stay informed about changes in employment legislation and industry trends to ensure compliance and best practices.
- Collaborate with management to identify and address HR-related challenges and opportunities.

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Requirements:

- Bachelor's degree in Human Resources, Business Administration, or a related field (preferred).
- Minimum of 5 years of experience in HR management or a related role, preferably within the healthcare or social services sector.
- In-depth knowledge of HR principles, practices, and employment legislation.
- Strong communication, interpersonal, and negotiation skills.
- Ability to handle sensitive and confidential information with discretion and professionalism.
- Excellent organizational and time management abilities.
- Proficiency in HRIS software and Microsoft Office Suite.
- CIPD certification (desirable).

Benefits:

- Competitive salary range (£30,000 - £35,000 per annum).
- Opportunities for professional development and career advancement.
- Supportive work environment committed to employee well-being and work-life balance.
- Comprehensive benefits package, including (additional benefits, such as healthcare, pension, etc.)

If you are passionate about making a difference in the lives of others and have a strong background in HR management, we invite you to join our dynamic team.

To apply, please submit your resume and cover letter outlining your relevant experience and qualifications to hello@orankan.com

We are an equal opportunity employer and we welcome applications from individuals of all backgrounds and experiences.