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<b>Job Title:</b>	<b>Business Support Co-ordinator</b>
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Purpose
The holder of this post provides Company-wide administrative support mainly focused on Human Resources and Financial departments.

Requirements
<p>Education: HND / HNC level equivalent or experience in a similar role</p> <p>Other: Excellent communication skills, self-starter, ability to work with minimal supervision individually or part of a team, excellent attention to detail, experience working with sensitive information.</p>

Core Responsibilities and Key Tasks
<ul style="list-style-type: none"> <li>• Human resources: vacancy adverts, preparing employment contracts, point of contact for HR related issues, facilitating meetings / grievance / disciplinary reviews, appraisal distribution and HR legislation &amp; GDPR compliance.</li> <li>• Payroll processing, pension, training records and medical bookings.</li> <li>• Collate sales invoices and send to clients or submit to customer portal</li> <li>• Deal with customer queries</li> <li>• Send out monthly statements</li> <li>• Aged Debt collection</li> <li>• Purchase Ledger payments</li> <li>• Facilitate bank payments</li> <li>• Send out remittances – review supplier statements</li> <li>• Update the cash book daily</li> <li>• Support Finance HR and Systems Manager as and when required.</li> <li>• Be aware of and adhere to requirements of the company's policies, objectives and systems relating to Quality, Health &amp; Safety and Environmental management.</li> <li>• Subject to the Company's workload, perform any other tasks within your capabilities for the Company as required by the Senior Management Team.</li> </ul>

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**Other responsibilities:**

Administrative support to management as and when required

**Basic Training**

IT – Microsoft office competency

HR – familiar with current HR legislation and GDPR requirements

Accounts experience

**Reporting**

The holder of this position reports to: HR Finance & Systems Manager

Other staff reporting to this position: None