

HR Coordinator (Contract)

As our business continues to grow, so too does the demand on our HR team. NIS are therefore looking for a proactive and organised HR Coordinator to join our HR department and help support the delivery of key people processes and initiatives across the company.

The HR Coordinator will play a key role in supporting our HR team. You'll be responsible for providing hands-on coordination and administrative support across recruitment, learning & development, and general HR operations.

Below is an outline of duties and responsibilities: -

Recruitment support

- Coordinate recruitment activity between hiring managers, recruitment agencies and candidates
- Schedule interviews, manage communications, and support the onboarding process
- Maintain recruitment records and trackers

Learning & Development support

- Support the People Development Advisor with the administration of our e-learning platforms (Safety Hub and Access Learning)
- Assist with setting up training courses, sending out invitations, and arranging rooms for on-site and off-site training
- Help monitor and maintain training records

General HR support

- Provide administrative assistance to the HR Administrator and wider team
- Help with the rollout of new HR initiatives, such as online DSE assessments and updated HR systems
- Support the implementation of new processes identified within the People Strategy