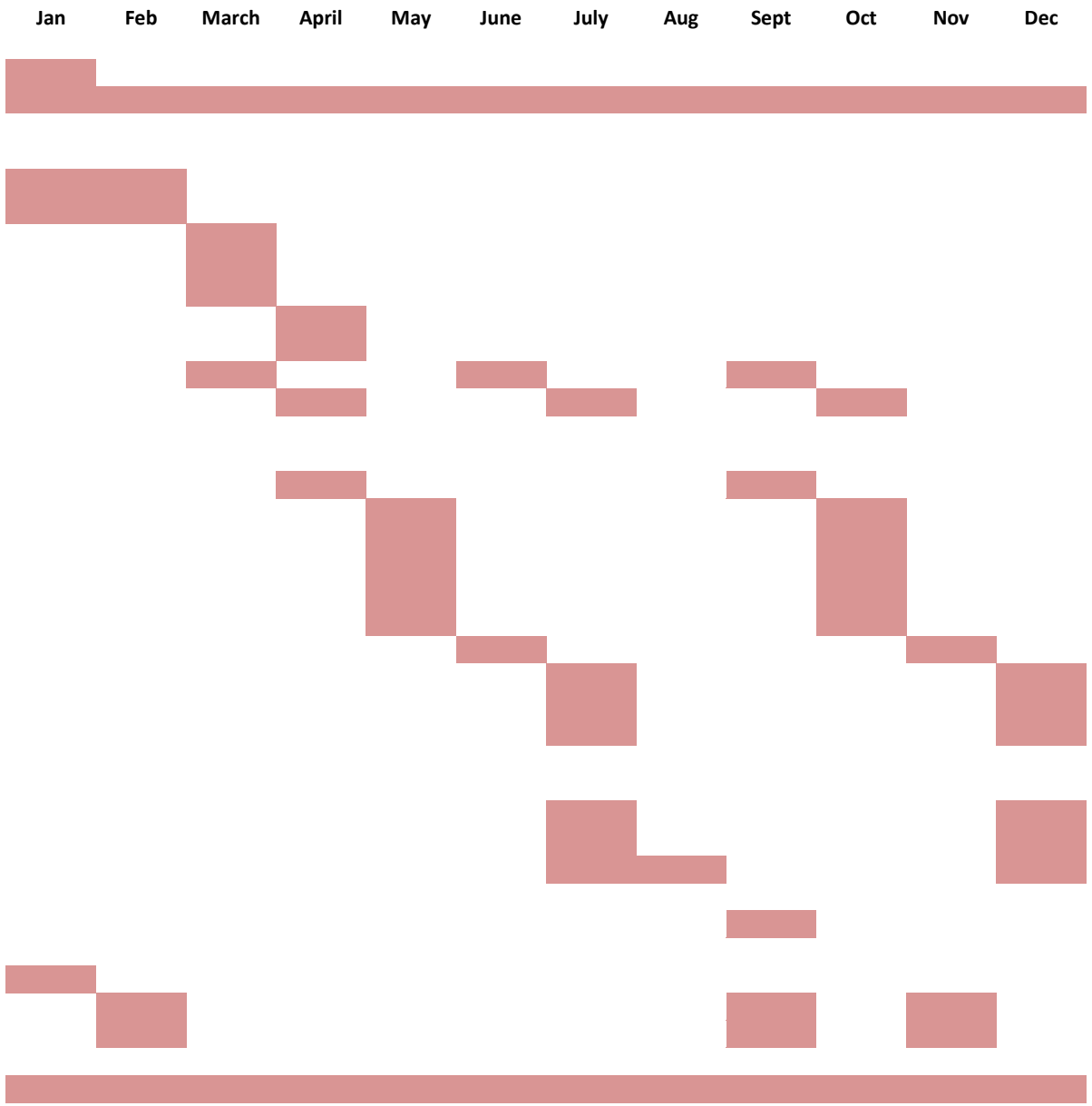

Employee size 30
HR Audit
Onsite Day

Documentation and contract support
New contracts of employment
New handbooks
Presentation and implementation of new contracts
Review absence and holiday procedures
Write new absence and holiday procedures
Presentation and implementation of new procedures
Create induction programme
Create training programmes for IT, Sales and Operations
Coach Management team on training programmes

Recruitment drive for IT, Sales and Operations
Develop skills matrix
Develop job role and description
Create and place adverts
Review CV's
Organise interviews
Interview training with Manager
Conduct interviews
2nd interviews, rejecting process
Psychometric testing
Offer letter

Operational guidance and training
Induct new employees
Handle contract documentation
Implement new training programmes

Develop organisational charts

Disciplinary training for Management team
Disciplinary for employee - acting as witness and minute taker
Manage grievance procedure

Informal meetings with general employee queries and complaints