



Job Title:	HR Co-Ordinator
Department/Team:	HR
Reports To:	HR Manager
Location:	Chiswick Avenue, Mildenhall (hybrid working - one day per week depending on business needs)
Date:	January 2026

Job Purpose

Responsible for providing day to day operational HR support.

Key Responsibilities

- Manage the HR inbox, responding to queries with support from the HR Manager as required.
- General HR administration including the scanning and filling of all HR-related documentation.
- Support with providing HR advice and guidance to managers and employees.
- Assist with supporting and guiding managers with the application of HR policies and procedures.
- Assist with end-to-end recruitment process, including liaising with recruitment agencies as and when needed.
- Support with monitoring sickness absence rates across the business, ensuring that return to work meetings are held, highlighting concerns to managers when needed.
- Provide note taking support at meetings.
- Manage the administration of maternity, paternity and family leave policies.
- Manage starters, leavers and internal changes in a timely and efficient manner including issue of relevant documentation, update of systems and associated payroll changes.
- Liaise with Occupational Health to arrange Health Surveillance appointments for relevant employees, ensuring outcomes are followed up.
- Assist with management referrals to Occupational Health.
- Support with employee and temporary worker induction process.
- Support with the company probationary process.
- Support with updating company policies and procedures.
- Be an Expert user of HR system (BreatheHR).
- Assist with employee engagement and wellbeing initiatives.
- Contribute to HR projects as required by the business.
- Prepare payroll data for processing by payroll team, assisting with any payroll related queries as needed.
- Provide payroll processing cover as required by the business.
- Manage the administration of employee benefits.
- Manage the administration of internal and external training, including booking training courses and seeking delegate feedback through Training Evaluation forms.
- Manage the Company long service reward process.
- Manage the administration of employee workwear.
- Assist with internal and external audit requirements.



- Attend social committee meetings and assist the committee with organising employee events/gifts and charity events.
- Provide Key Performance Indicator (KPI) data as required by the business.

Health and Safety

- Adhere to all health and safety practices and procedures across the business.
- Attend Toolbox Talks to keep up to date with any changes to health and safety legislation, process and/or policy.
- Report any health and safety concerns or incidents and accidents.
- Maintain correct Personal Protective Equipment (PPE) needed for the role, reporting any defects or additional PPE that may be needed.

Other:

- Be an ambassador for JKH's brand and values – demonstrate the company values through behaviour and ways of working:

Integrity – Act with honesty and deliver on promises. Maintain strong moral principles at all times regardless of who is watching.

Accountability – Safety is the priority, don't cut corners. Everything is done to the highest standard and always look for what can be improved. Take ownership of tasks and do not walk past a problem expecting the next person to deal with it.

Collaboration – Co-operate with others to achieve team goals. Treat everyone with respect and provide support where you can.

- Undertake any training and development as required by the business.
- Attend meetings as required by the business.
- Undertake ad hoc projects as required by the business.
- Any other duties as required by the business.

Knowledge, Experience and Technical Skills

- CIPD Level 3 (or relevant experience in a HR/People Team).
- Experience of HR administration in a busy working environment (manufacturing or construction environment preferable).
- Good knowledge of MS packages including Outlook, Word, and Excel.
- Excellent communication skills, good attention to detail and be able to prioritise effectively.
- Excellent project management skills.
- Have a proactive continuous improvement mindset and be able to coach and support colleagues across the business.
- An enthusiastic engaged attitude and eagerness to help JKH to continue to grow as a business.

Person Specification

- Engaged attitude and eagerness to learn and develop personally and professionally.
- Role Model behaviour – lead by example, follow and reinforce JKH's values.
- Receptive to new ideas and can listen and implement new ideas.
- Continuous Improvement Mindset.



- Ability to raise concerns in a clear and objective manner
- Accepts personal responsibility to make things happen.
- Earns credibility and trust.
- Good at planning, problem solving and decision making.
- Ability to make decisions and have the courage of your convictions
- Ability to work as part of a team and develop good working relationships with all stakeholders.