



## Background

FA Bio is an agritech start-up company developing a revolutionary microbial biofungicides and biostimulants pipeline. Our technology has the potential to transform the way we grow food, making it more sustainable and efficient. We are a close-knit team of passionate individuals who are committed to making a positive impact on the world.

FA Bio has recently secured £5.3M and is now gearing up for growth. With commercial agreements in place, microbial candidates in field trials and plans to expand their capabilities, we are now growing our team to help deliver our impact goals. Hence, we are now expanding our team and are looking for an HR Administrative Coordinator to join our growing business.

We are committed to promoting a diverse and inclusive workplace that harnesses personal development and focuses on excellence. We offer a range of family-friendly, inclusive employment policies, flexible working arrangements, etc., to support staff from different backgrounds and personal needs.

## Job Title: HR Administrative Coordinator

This is an on-site role. The candidate will be responsible for supporting the HR Manager with a variety of essential and wide-ranging tasks to ensure the smooth running of HR in a confidential manner. The ideal candidate will be competent in prioritising their workload, can manage multiple tasks in an organised and efficient manner and be an effective team player. The candidate will be self-motivated, organised, adaptable, an excellent communicator, friendly and trustworthy, and will have excellent attention to detail.

## Salary

Competitive (dependant on experience)

Part-time position: 22.5 hours a week (0.6 FTE)

## Benefits

- Generous EMI Options Scheme upon 1 year of service
- Employer-contributed pension scheme
- Cycle to Work Scheme
- Season Ticket Loan
- Free onsite parking
- Employee Assistance and Wellbeing Programme
- Enhanced maternity package and childcare support upon 1 year of service
- Subsidised onsite gym
- Subsidised canteen

## Location

Rothamsted Research Centre, Harpenden, AL5 2JQ

This is an on-site role.

## Tasks & Responsibilities

- Maintain confidential employee records in HR systems and prepare contract updates.
- Monitor and reporting of Holidays, sickness, and time & attendance records.
- Support the management of probation, appraisal and personal development review processes.



- Facilitate internal HR and Health & Safety eLearning course administration.
- Policy distribution, following up to ensure they are read and acknowledged.
- Benefits administration such as eye care vouchers and cycle to work processing.
- Training administration and developing the training function, including uploading of certificates and any relevant shareable resources.
- Recruitment support: Formatting job description documents, advertising roles, initial screening of CVs and creation of scoring spreadsheets for hiring managers, issue application forms, schedule interviews.
- Support with preparation of offer letters, new contracts, and organise reference checks.
- Onboarding administration.
- Certificate of Sponsorship administration and right to work checks.
- Any other ad-hoc tasks to support the business.

### Experience Required

#### *Essential*

- Minimum 2 years' experience working in a highly confidential environment.
- Evidence of working within a people focused role requiring empathy and approachability.
- Practical experience in data entry and administration.

#### *Desirable*

- Evidence of working in an HR role.
- Experience in recruitment including CV review process.
- Knowledge of LinkedIn Recruiter.
- Experience with BrightHR and Monday.com.
- Familiarity with HR benefits and processes.

### Skills

- Understanding of the importance of maintaining confidentiality regarding sensitive information.
- Ability to perform tasks to a consistently high standard with exceptional attention to detail.
- Highly organised with the ability to prioritise workload, multitask, and work to deadlines.
- Self-motivated, reliable and capable of working independently.
- Excellent team player, respectful and embraces diversity.
- Effective communicator and empathic in an international environment.
- Excellent problem-solving skills, and ability to react quickly and adapt to the ever-changing business environment.
- Effective decision-making skills.

**If you are interested in becoming part of FA Bio's team, please send us your CV and a personal statement to [jobs@fa-bio.net](mailto:jobs@fa-bio.net) before 12<sup>th</sup> December 2024, quoting job reference FA\_JOB\_044.**

**We look forward to hearing from you!**