

# FURCATION RECRUITMENT



## Role: HR Team Member

### Position Overview:

As a HR Assistant, you will have the opportunity to gain hands-on experience in the field of Human Resources while contributing to the success of our organization. You will work closely with our HR team to assist with various administrative tasks and projects.

### Key Responsibilities:

- Supporting recruitment efforts by posting job openings.
- Assisting with new employee onboarding.
- Maintaining employee records and ensuring data accuracy.
- Providing administrative support for Teams within Furcation.
- Assisting with Internal questions, concerns, and complaints.
- Report writing and analysis of investigations.

### Ideal Knowledge and Experience:

- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal abilities.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Experience in conflict management.
- Experience in Dispute Resolution.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint).
- Previous experience in Human Resources or a related field is a plus but not necessarily required.

### Benefits:

- Gain valuable experience in Human Resources.
- Opportunity to make positive impacts within Furcation.
- Develop transferable skills such as organization, communication, and problem-solving.

### How to Apply

Visit [support.furcation.org.uk](https://support.furcation.org.uk), Click "Open a new Ticket", Submit a Ticket with the Help Topic of "Recruitment" with "First Aider" in the 'Role you are applying for' field.

### Privacy Notice

Your e-mail address and any personal information will be processed under strict guidelines enforced by the GDPR (Data Protection Act 2018). Your details will only be held for as long as required to process your application and will be securely erased once we have satisfied our legal requirements. For further information, contact our Data Protection Officer at [dpo@furcation.org.uk](mailto:dpo@furcation.org.uk).



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