

HR Assistant

About Lightfoot

We are Lightfoot, a high-growth technology company based just outside Exeter that is trying to make a difference worldwide, one driver at a time.

We help businesses and private motorists improve performance and safety. Our technology has been proven to reduce fuel use and emissions rates by 10-20%, and at-fault accidents and wear and tear by 40-50%.

All that from a clever little gadget made in the beautiful Devon countryside. Good, eh?

Our technology is pretty smart – it connects to your vehicle’s on-board computer and uses all of the live data it produces to analyse how efficiently you are driving. It’s similar to the way they analyse performance in Formula 1. Lightfoot turns all that data into simple feedback for you – the driver – so you know when you’re pushing your vehicle too far and can bring it back to maximum efficiency.

We’re a fun-loving bunch who are growing at an astonishing rate. Our headcount has more than doubled in 2018 and there’s no sign of it letting up in the future. We’ve moved into a brand-new, state-of-the-art office near Chudleigh (which was voted Exeter’s ‘Best Workspace’) and are excited to keep growing the Lightfoot family with like-minded, passionate individuals.

Job Outline

Reporting to the HR Manager, the HR Assistant will be a core part of the business’s upcoming expansion, responsible for supporting the HR Manager with duties varying from arranging interviews and inductions to general HR admin.

Lightfoot is enjoying yet another year of fantastic growth, and part of this process is finding the right people to join our quirky family. We are looking for someone who can support the HR Manager in this ongoing drive for recruitment. There will also be a focus on employee retention, which is vital to maintain Lightfoot’s fantastic culture and ensure existing employees are nurtured to achieve their potential.

While some previous experience in an HR role could be beneficial, what we’re really looking for is the right person; someone who is immensely organised and proactive with strong multitasking capabilities and a can-do attitude!

Role and Responsibilities

- Posting job adverts, screening candidates and maintaining a record of applicants to track their progress through the recruitment process
- Arranging interviews/phone calls with candidates and relevant line managers
- Supporting the HR Manager with coordination of new-starter onboarding / inductions
- Taking on (or providing support for) ad-hoc projects – such as the implementation of new initiatives
- Internal coordination with relevant departments to ensure employee satisfaction and continued development

- Support HR Manager to coordinate employee appraisals
- HR administration including reference checks, arranging probation meetings, drafting employment contracts etc.
- Compiling reports and maintaining HR files and databases
- Any other tasks as required

Desired qualifications, skills and experience

- The ability to multi-task and meet deadlines is **essential**
- An outstanding level of organisation is **essential**
- The ability to follow instructions and respond to management direction is **essential**
- Good written and oral communication skills are **essential**
- Discretion and compassion are **essential**
- Experience working within a HR department is **desirable**

Personal characteristics

- Patient, diplomatic and approachable
- Immensely well-organised
- Efficient, proactive and thorough
- Conscientious, enthusiastic and eager to learn
- A can-do attitude and plenty of ambition

Salary & Benefits

- £17,000 - £19,000
- Membership of employee bonus scheme
- Outstanding quality of life
- 24 days leave entitlement plus Bank Holidays
- Your own Lightfoot device and associated benefits

Location

Chudleigh, Exeter

How to apply

If you think this job is for you then why not email us, briefly summarising why you'd be great for the role and including a copy of your CV, to work@lightfoot.co.uk