

**HR Administrator**  
**Colchester**  
**Full time**  
**Temporary contract - until 31/12/23**

**HR**  
**Administrator**

**Job Summary**

FJG is going through an exciting period of growth. As an HR Administrator based at our Colchester office you will provide a high level of professional administration support, working with other team members to provide the firm with a service of a high standard, with key duties such as:

- General HR admin, i.e., document drafting, entering leave, scheduling meetings, assisting staff with general HR queries, organising and filing.
- Recruitment admin, i.e., posting vacancies, organising applications, scheduling interviews, pre-employment checks and liaising with relevant teams.

This is a fantastic opportunity for an individual looking to gain some experience in HR.

**Why work for FJG?**

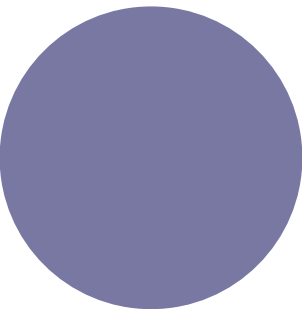
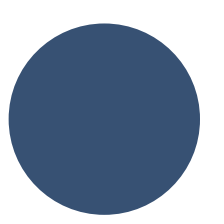
We are a young and growing firm, and we want people who will grow with us!

For over a decade, FJG has been one of the region's fastest-growing firms of solicitors. More recently, we have combined forces with a private investment group with a view to expand further afield, but we are still a family firm at heart, and we hold our values firmly in line with this ideal.

Legal advice with a conscience.



FISHER JONES GREENWOOD  
SOLICITORS



FJG has been established for nearly 40 years and our lawyers have vast experience and carry substantial reputational goodwill. Our professional accreditations and awards rank us in both the Legal500 and Chambers directories, and our modern, forward thinking, approach has seen us stay at the forefront of a fast moving, evolving market.

Our engagement and wellbeing strategies strive to be market leading. We aim to provide a culture and environment where our people can reach their potential whilst supporting their wellbeing. Further to this, our Equality & Diversity group are committed to modernising our approach to a fair workplace culture and diverse workforce, asking for staff feedback and ensuring that we action whatever we can to improve on the employee experience.

Learn more about FJG on our [website](#).

## What are we looking for in an HR Administrator?



- 5 GCSEs Grade 4-9 (or equivalent)
- Good administrative, organisational and communication skills
- The ability to work well on their own initiative and with other members of the team.
- HR admin experience (desired)

## How to apply



Please email a CV, covering letter and desired salary level to [careers@fjg.co.uk](mailto:careers@fjg.co.uk).

Legal advice with a conscience.