

# HR amp Admin Information Support Pack



Location **London, London**  
<https://www.freeadsz.co.uk/x-196699-z>



I am MBA and CIPD (Chartered Institute of Personnel and Development) qualified HR Professional in Unique & Solutions Ltd. I have more than 10 years working experience to establish, develop and maintain full management responsibility of HR activities and services. We offer flexible and cost effective HR solution to start-up companies and SMEs. I am specialized on: - Recruitment and selection activities including posting job advertisement, short-listing candidates, checking back ground, DBS and preparing offer letter/ contract of employment for successful candidates. - Designing and updating job descriptions, - Updating HR policies and procedures, - Designing and developing organizational chart, - Designing and developing employee performance appraisal. - Preparing customized template / form for recruitment, appraisal, training & development, succession planning, employee engagement, employee relation activities, resignation and exit, We also supply templates/ form and of all the paperwork that you are likely to need when setting up and running your company's HR and administration department. This Start-up Pack is supplied on CD and is delivered by post to address. I would be very happy to have a conversation with you if you are looking for HR and administration support for your company. Call me at



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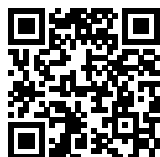
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