



**GILSON GRAY**

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# HR Assistant

Department: Human Resources

Location: Edinburgh

Contract type: Full-Time, Permanent

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## About Gilson Gray

Gilson Gray's HR team is part of Gilson Gray's continually growing organisation. Gilson Gray LLP are a comprehensive law firm, offering expert legal, property, and financial services. We support clients throughout their entire lifetime.

Based in Edinburgh, Glasgow, Aberdeen, Dundee, North Berwick, Lincoln, and London we focus on ensuring we provide the highest level of advice and on-going service to our clients. We are ambitious and have significantly grown the team over the course of the last year. We pride ourselves in looking after our clients personally and providing the utmost standard of service.

This role would be based in our Edinburgh office.

## Our Team

We are looking to hire a highly driven HR Assistant to join our Human Resources team in Edinburgh.

We are an enthusiastic team that support each other in order to achieve a great working environment. We value each other's expertise and opinion and pride ourselves in offering an inclusive, enjoyable and motivating place to work.

## The Role

We are looking to further strengthen our current team with the appointment of an experienced candidate.

As an HR Assistant at Gilson Gray you'll be responsible for:

- Preparing offers, contracts of employment, and letters
- Management the HR Inbox, responding to queries and escalating queries to HR Managers
- Coordinating new start inductions
- Planning and coordinating monthly inductions
- Managing paperwork in relation to probations, contract changes, leavers
- Managing the HR system, ensuring data is kept up to date and responding to any employee queries
- Running ad hoc management reports
- Managing the leavers process
- Replying to and requesting references
- Carrying out DBS and Credit Checks via Amiquis
- Assisting the HR Managers with projects
- Administration of Length of Service Awards
- Collating information and working with Marketing on the monthly newsletter

## Required Knowledge and Experience

- Strong organisational and admin skills



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- Excellent communication skills, both written and verbal, with the ability to interact professionally with staff at all levels.
- A keen attention to detail and the ability to manage sensitive information with discretion and confidentiality
- Strong IT skills

## Our ideal candidate would also have

- Previous experience working in HR or administrative support roles within a professional services environment
- A degree in HR or related field
- HR Qualification such as CIPD Level 3 (or working towards)
- Knowledge and experience using a HR Information System (HRIS) would be advantageous
- Understanding and knowledge of employment legislation and HR best practices

## Benefits

- A competitive salary with annual review and potential bonus award depending upon performance
- 32 days holiday a year (includes bank holidays)
- Birthday day off
- 3 x Death in Service benefits
- Membership of an occupational pension scheme
- Wellbeing initiatives and opportunity to access online Health Provider
- Enhanced Maternity/ Paternity pay

This is an exciting time to join us. Think this is for you?

Get in touch for a confidential chat about how you can become part of the team at [recruitment@gilsongray.co.uk](mailto:recruitment@gilsongray.co.uk)



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