



Job Description for HR Administrator

Oxford

Competitive Salary

Vizidox Solutions Limited (VDX) is a UK based company providing digital credentials certification and verification solutions over the Blockchain. VDX is a digital engine created by the technical details needed for Blockchain to ensure users have a friendly hosted platform, that can be used easily. Current credential certification and verification processes can be forged and tampered with. VDX provides a solution, which eliminates this risk and provides a secure management system, that can be shared globally over the Blockchain.

Job responsibilities:

- Administration related to recruiting activities e.g. issuing employment contracts, processing new hire paperwork and maintaining employee profiles within our HR information system.
- Responsible for updating the website with new vacancies
- Reporting on recruitment statistics to management;
- Performing enhanced DBS background checks and reference enquiries;
- Responding to ad-hoc queries from recruitment agencies
- Ensuring the company handbook and company policies are all up to date
- You may have the opportunity to be involved in the recruitment and selection of the company's staff: working closely with the extended HR & Recruitment team to actively source, interview and hire outstanding candidates;

Skill requirements:

- Good attention to detail.
- Experience in Microsoft Office – word / excel / powerpoint
- Excellent interpersonal and communication skills both on the phone and in person;
- Experience in a busy working environment;
- Pro-active and a team player
- Good time management skills and able to work under pressure
- Self-motivated

To apply, please email your CV to hr@vizidox.com

We regret that due to the volume of the applications, only successful applicants will be contacted.