

Company	c2c Rail
Job Title	Human Resources Services Assistant
Location	South
Reporting to (insert job title only)	Human Resources Manager
Remuneration & Benefits (insert package)	Competitive package, including free travel on c2c. Contributory pension scheme
Job Description (short introductory, selling paragraph)	An exiting opportunity has arisen for a Human Resources Services Assistant to join the Human Resources team in London Headquarters.
Skills required/main responsibilities (please put in max of 5 responsibilities only)	<p>The applicant for this position must:</p> <ul style="list-style-type: none"> • Ensure the proper and efficient handling of all visitors to c2c and Gatwick Express at London Headquarters by liaising with main building front desk to ensure any visitors to the c2c and Gatwick Express Headquarters are met and escorted to the appropriate Department/Meeting room. • Distribute all incoming mail and collect/dispatch outgoing mail at London Headquarters. • Issue c2c and Gatwick Express Headquarters Photo ID/Door passes and maintain records of issues. • Deal with the provision of staff travel benefits and associated administration including duty travel passes. • Maintain control of the stocks/stores/stationery/refreshments at Human Resources and re-order to ensure adequate levels are maintained. • Provide support for administration/secretarial teams with c2c and Gatwick Express. • Provide support for the HR team within c2c and Gatwick Express. • Undertake administration of long service and retirement gifts.
How to apply* (address, email and/or telephone number)	<p>c2c/Gatwick Express employees – please complete the internal vacancy application form and send to, quoting reference 2011, Human Resources Department, 10th Floor, 207 Old Street, London, EC1V 9NR</p> <p>External Employees – please download an application form and the additional documents from the ‘about us’ section of www.c2c-online.co.uk and send with your full CV and covering letter, quoting reference 2011, to Human Resources Department, 10th Floor, 207 Old Street, London, EC1V 9NR</p>
Closure date of position	30 th January 2008