



Administrative Assistant – HR and Recruitment Support

Job Advert

Elysian is seeking a proactive, detail-oriented Administrative Assistant to support our HR and Recruitment operations. This is an exciting opportunity to join a dynamic, mission-led organisation delivering therapeutic education, training, and interventions across Surrey and Hampshire.

The Administrative Assistant will provide key administrative support to the HR and Recruitment Officers. This includes document handling, applicant correspondence, onboarding coordination, meeting support, and maintaining records and systems.

This role requires excellent organisational skills, a high level of discretion and the ability to manage multiple tasks efficiently. The postholder will play a vital role in supporting efficient, compliant and responsive recruitment and HR processes.

Key Information:

- Location: Ramsden Grange, Godalming, Surrey
- Hours: Full-time (potential part time hours available for the right candidate)
- Apply via: <https://elysianuk.org/work-with-us/>

We do not accept CVs or applications via Indeed.

Job Description

Job Title: Administrative Assistant – HR and Recruitment Support

Reporting to: HR and Recruitment Officers

Base: Ramsden Grange, Godalming (occasional travel to other sites may be required)

Role Overview

This role provides administrative and operational support to ensure the smooth functioning of HR and recruitment processes. You will assist with applicant correspondence, record management, scheduling, meeting logistics, compliance tracking and internal communication.

Key Responsibilities

- Support recruitment and onboarding by coordinating documentation, references and correspondence
- Assist in tracking recruitment stages, maintaining up-to-date applicant records
- Provide diary and interview scheduling support for recruitment and HR meetings
- Liaise with candidates, staff and managers to ensure clear and timely communication

- Maintain accurate, confidential records and filing systems
- Help coordinate staff induction and training documentation
- Assist with internal systems, compliance checks and safeguarding documentation
- Provide general administrative assistance across HR and recruitment functions as required

Skills and Experience

- Experience in administrative or office support role (HR or recruitment experience desirable)
- Exceptional organisational and communication skills
- Strong attention to detail and ability to prioritise effectively
- Confident using Microsoft Office, cloud-based platforms and HR systems
- High standards of discretion and professionalism
- Comfortable working independently and managing multiple workflows in a fast-paced setting

Safeguarding Statement

Elysian is committed to safeguarding and promoting the welfare of children and young people. All applicants will be subject to a safer recruitment process including an enhanced DBS check, reference checks and online due diligence screening.