



HR ADVISOR ANNUAL RETAINER SERVICE

Has your organisation reached a stage where you require greater HR support but you don't need a full time HR manager? Then you may be ready for our 'In-House HR Advisor' service.

This service is ideal for growing businesses who are not ready to invest in a HR team but need regular access to good HR advice.

The in- house HR Advisor provides your organisation with access to our entire team, as well as having one dedicated HR Advisor working in your business. Your dedicated in house HR Advisor will perform scheduled visits to your premises and provide on-call phone and email support when required.

If you think your organisation could benefit from this service, , please **Contact Us** today to discuss.

The In-House HR Advisor will perform the following functions:

- Provide advice to managers
- Conduct recruitment activities
- Performance management discussions
- Fairness at work training
- Termination of employment
- Performance coaching with employees
- Managing employee grievances
- Updating policies and procedures
- Conducting exit interviews and probation check-in Interviews
- Preparing employment contracts
- Drafting position descriptions and KPI's
- Manage performance review process



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