

JOB DESCRIPTION

JOB TITLE: HR Administrator (3-6 month FTC)

LOCATION: Head Office, London Heathrow (occasional travel required)

REPORTING TO: HR Manager

OUR VALUES AND BEHAVIOURS

Respect - This means respecting each other, great communication, valuing contributions, respecting differences and supporting one another.

Collaboration - This is all about teamwork and remembering that we are all working towards the same goal. It's also about how we work with our clients and their other suppliers. We are one team!

Integrity - This is about being honest, reliable and trustworthy and always delivering on promises.

Innovation - This is about striving to always improve, working smarter, coming up with new ideas and having the confidence to share them. At the same time it's about embracing change.

Excellence - This is all about striving to be the very best brand ambassador, exceeding expectations to build value and give us and our clients a real competitive advantage.

Trust - This is all about being consistent, organised and reliable. It's also about doing what you say you are going to do and not promising what you can't deliver.

OVERVIEW OF JOB DESCRIPTION

We are looking for a dynamic, capable, driven, flexible and solutions focused individuals for the position of **HR Administrator** on initially a 3-6 month FTC.

The successful candidate will be able to work in a fast-paced environment, delivering HR admin solutions to our operational teams primarily utilising the Company's new global enterprise system Oracle TMG. The role exposes the applicant to data entry, onboarding processes, recruitment and compliance. It is a great opportunity for a person who is meticulous in accurately entering in data, excellent customer service, strong attention to detail. Or someone who is starting their career in HR or enjoys office administration.

The role will give the successful candidate exposure to working in partnership with senior leadership internally and externally.

Main Duties & Responsibilities:

- Complete office administration from note-taking through to photocopying, binding, laminating etc.
- Support employee queries redirecting them to the appropriate person
- Effectively manage end-to-end onboarding processes, working in partnership with the resourcing and compliance team.
- Ensuring the team members have the Right to Work in the UK (and potentially IRE) prior to any onboarding processes occur
- Provide offer letters and/or contracts of employment to successful applicants
- Running people management reports from the Company ATS system
- Ensuring all new starter information provided by the resourcing team is cross referenced, complete and re-entered into TMG either manually or via bulk uploads in a timely manner
- Support with office administration inclusive of (but not limited to) mail merge, managing employee queries, accurately completing employee references
- Support the monthly employee engagement processes, working in conjunction with HRMs from three industry groups
- Promote company benefits such as EAP (where appropriate)
- Supporting people management processes in a timely manner
- Ensure all company policies and procedures are adhered to
- Support recruitment processes
- Participate in business critical projects
- Undergo any reasonable task requested

Person Specification:

Essential

- Can do and positive attitude
- Team player
- Client Facing
- Effective Communicator
- Solutions driven and able to troubleshoot
- Flexible, persuasive, and diplomatic
- Well Organised
- Numerate
- Computer literate (Excel, Word, Outlook)
- Previous HR Experience (Desirable)

HEALTH & SAFETY RESPONSIBILITIES

- Follow Group and company policies and procedures at all times;
- Report any apparent deficiencies in systems of work or equipment provided that may result in failure of service delivery or risk to health and safety or the environment;
- Use all work equipment and personal PPE properly and in accordance with training received;
- Report any issues or training needs to your Line manager and /or via your divisional incident reporting system;

NOTE

This job description is intended to give the post holder an appreciation of the role envisaged for this position and the range of duties undertaken. Specific tasks and objectives will be agreed with the post holder throughout the period of employment. The job description may be varied from time to time by the Company to reflect changes in the post holder's role and/or the needs of the business.