

Administrator (Reward & Recognition team)

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Company: Adecco

Location: Dundee

Category: management

Job Title: Reward and Recognition Administrator Grade 4

Location: Dundee, Hybrid Working

Hours: 35 hours per week

Salary: £12.46 per hour

Duration: Ongoing

Job Description:

We are seeking a skilled Reward and Recognition Administrator to join our clients' team in Dundee. As a vital member of the team, you will report to the Head of Reward and Recognition and assist in the smooth delivery of our annual reward cycle and other core activities.

Responsibilities:

Support the Head of Reward & Recognition and Manager throughout annual cycles, including data collation, spreadsheet preparation, and issuing communications.

Provide administrative support for various processes.

Prepare staff lists for the Appraisal process and ensure accuracy of data.

Maintain up-to-date records of Objective Setting & Review on the HRP system.

Monitor the Reward & Recognition annual calendar and assist in preparations for recognition events.

Update webpages and SharePoint with relevant reward and recognition process information.

Assist in managing and monitoring market supplements across the client site.

Handle sensitive staff, financial, and equality information with confidentiality.

Maintain reward data in spreadsheets and the HRP system with accuracy.

Provide administrative support to Reward & Recognition projects as needed.

Monitor and respond to queries in the Reward & Recognition generic inbox.

Specification:

Knowledge and Experience:

Previous administrative experience supporting service delivery.

Strong organisational skills with the ability to prioritise effectively.

Proficient in Microsoft Office Suite and SharePoint.

Experience in data entry.

Skills:

Excellent communication and interpersonal skills.

Ability to work independently with minimal supervision.

High level of accuracy and reliability in work.

Ability to handle sensitive information discreetly.

Commitment to continuous personal and role development. If you are a self-starter with attention to detail and excellent organisational skills, we encourage you to apply for this rewarding position.

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By applying for this role your details will be submitted to Adecco. Our Candidate Privacy

Information Statement explaining how we will use your information is available on our website.

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