

Data Administrator

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Company: Chronos Consulting

Location: United Kingdom

Category: computer-and-mathematical

Job Description

Data Administrator

Contract type: Permanent

Discipline: Human Resources

Locations: Bristol

Opportunity for a meticulous and responsible Administrator to join our Human Resources (HR) team, based in Bristol.

Core job functions:

To ensure the quality and accuracy of our HR data, including compensation and benefits
Create and administer employee correspondence, for example contractual changes
documentation

First point of contact for basic employee queries relating to their data and routine HR queries

Assist with any HR administrative tasks and project work, as required.

Requirements:

Excellent attention to detail

Keen interest in data management and administration

Ability to manage day-to-day tasks in a confident, positive and professional manner

Good organisational skills to prioritise and manage a varied workload

Competent in the use of Microsoft Office and Excel

Experience of working within a Human Resources Information System would be advantageous.

What you can expect

Inspired and motivated colleagues. A good team, office and employer. A responsible role, with great emphasis on quality. On site car parking!

The remuneration package will include a competitive salary, 5% employer pension contribution, 25 days annual leave (with the option to buy/sell up to five days), well-being bonus and a wide variety of flexible benefits.

The position will be for a fixed term initially, with potential for permanent employment.

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