

HR Admin Assistant

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Company: HR & Reward

Location: United Kingdom

Category: other-general

Job Start Date: ASAP

I am looking for a HR Admin Assistant to join one of our clients based in Cwnbran in Gwent on a temporary contract until the end of September 2024.

We are looking to progress very quickly with this role, with immediate interviews available, so if you are keen on this opportunity, please apply now.

* Hours: 18.5 hours per week (flexible on hours) – 2.5-3 days per week

* Location: Hybrid – Cwmbran, Gwent

* Hourly rate: £12.92 per hour

Summary:

To support the department through the processing, preparation and interpretation of information and the provision of an efficient and effective administration service.

Responsibilities:

* Process establishment changes within the HR system.

* Assist the Establishment Coordinator with audit processes to maintain control of the Establishment.

* Liaise with HR Officers, Line Management within all Services Areas, payroll, and the Rota Management Unit to ensure all Establishment information is processed in a timely manner to maintain effective control of the Establishment and individuals' personnel records.

* Monitor and maintain the cleansing of the Establishment.

* Undertake regular reporting of Establishment to customers.

Skills and experience required:

- * Must have NVQ Level 2 in Business Administration or HR related qualification, or relevant experience.
- * Must have previous experience of administrative support.
- * Must possess experience in providing excellent customer service.
- * Must have knowledge of office management principles, methods, and procedures.
- * Must have outline knowledge of the General Data Protection Regulations
- * Must be IT literate in Microsoft applications, including Word, Excel, and PowerPoint.
- * Must be able to evidence the ability to interpret and present information.
- * Must be able to demonstrate excellent organisational skills.
- * Level 1 Welsh essential (training will be given). Welsh language skills Level 2 and above are desirable.

Don't miss this incredible opportunity to showcase your skills and contribute to their success. Join their team and achieve great things together!

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