

HR Administrator for National Property Organisation

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Company: Progressis

Location: United Kingdom

Category: business-and-financial-operations

Full-time, Permanent Position in Birmingham City Centre. An exciting property-based business is looking for a highly capable Administrator to join their Human Resources team.

This role shall primarily focus on supporting the HR team with administrative tasks. The successful candidate will need to have strong admin skills and some HR experience, or previous exposure to HR. **The primary duties and responsibilities of this role shall**

include: Supporting the HR team. Provide HR documentation for new starters to relevant managers. Upload new starters to the HR system. Administer onboarding via the specialist portal. Coordinate communication with candidates and schedule interviews. Compile and maintain employee records and information. Input and manage the payroll

system. Monitor staff sickness and special leave. Maintain various equipment databases.

Liaise with outsourced HR functions. Process DBS applications and other background checks. **The successful candidate will poses the following skills and attributes:**

Previous experience/ exposure with HR. Strong IT skills, including the use of Microsoft Office products such as: Word and Excel. Strong communication skills, both oral and

written. Ability to prioritise workloads. Pro-active approach to work. Self-motivated. Katie Bard is acting as an employment agency for this job listing. If this sounds like you, please apply online today! If you have any queries about the role contact Richard on 0121 633 4443.

Please contact your consultant directly if you are already registered with Katie Bard. Katie Bard is an Equal Opportunities Employer. Katie Bard will be managing your application in accordance with the GDPR and Data Protection Act 2018. Please refer to our privacy notice which will explain how we as an organisation will manage your data on our website. If your

application is successful, we will contact you and manage your personal data in accordance with the guidelines of GDPR. If your application has been unsuccessful, we will delete your application within 6 weeks and all record of your data.

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