

HR Administrator

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Company: Interaction Recruitment

Location: Hinckley

Category: other-general

HR Administrator – Part Time

Permanent

Hours: 20 Hours Per Week (Monday to Friday flexible)

Basic Salary: £27,000.00 Per Annum FTE (£14,393 Per Annum Actual)

Benefits: Flexible working hours, Great team environment, Free Parking, Investors in Personal development, and career progression.

We are seeking an experienced HR Administrator to join our very well-established client in Hinckley on a Part Time Permanent basis and take over the responsibility of day-to-day HR Administration within the business.

HR Administrator Role:

Maintaining and updating employee records

Administering new starters,

Dealing with HR related queries as HR Administrator.

Organise and maintain personal records.

Prepare HR Documents like employment contracts as HR Administrator

Liaise with Internal and external stakeholders

Provide a high level of customer service to internal and external customers

Other ad hoc duties and responsibilities as when required

HR Administrator Candidate:

Previous experience as a HR Assistant or HR Administrator is essential

Good level of skills and knowledge within Human Resources is advantageous

An enthusiastic and confident personality

Highly computer literate with fantastic attention to detail

If you have experience as HR Assistant, HR Administrator, People Administrator, HR Clerk, or another type of HR related role, then please apply for an immediate consideration.

Interviews: to be held ASAP

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