

HR Administrator

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Company: Robert Half

Location: London

Category: other-general

Robert Half Office Team are currently recruiting for a HR Administrator based near Covent Garden for 3-4 weeks. Duties: Administration Undertake all respective admin aspects associated with the full employee life-cycle Creation of passwords to allow all new employees access to relevant company systems, equipment Onboarding Preparing contracts of employment, probation Extension of probation letters, DBS & reference checking - with our external supplier - Experian; raising authorisation for vacancy recruitment and change to terms and conditions with senior management Timely processing of right to work documents (pre-employment where possible) and DBS documents (as appropriate) for all employees to ensure full compliance in line with legislation and company requirements Offboarding Digital filing of employee documents Absence communication to employees relation to remuneration, benefits; onboarding/offboarding; payroll and recruitment; induction) Formal Processes Professional preparation of formal documents - contracts, letters (change of terms, disciplinary, probation confirmation) Maintaining accurate data on BambooHR, completing weekly house-keeping maintenance associated with all on-boarding and off-boarding tasks Manage the People Team inbox as the first point of contact (answering / solving queries) Systems Management Effective and timely management of various internal databases/in house systems to enable full administration support across the employee lifecycle - BambooHR; Expo; Experian; Intranet Support internal stakeholders to resolve any system issues Creating system reports and using Excel (as appropriate) to manipulate and check data Provide accurate and reliable management information Activating systems in respect of starters, leavers Support the Director of People and Culture - with the internal communications platform - the Intranet;

to achieve dynamic, relevant, interesting, informative, practical content to fully engage all employees and to maintain a one-stop collaborative knowledge shop

Payroll Support People Operations Partner with co-ordination and input preparation, to enable accurate and timely processing of the monthly Payroll; working closely with the Finance Manager General / Ad-hoc Support the Director of People & Culture with co-ordinating the People Team calendar, in regard to cyclical tasks: annual. salary /bonus review; renewal data for life assurance, pensions, eyecare vouchers, cycle to work scheme; annual review of HR policies and processes; Support the Talent Acquisition & Engagement Partner with all aspects of recruitment - arranging interviews, assessment centres; adverts for vacancies - on social media and internal platforms

Accurate submission of invoices to ensure timely payment to supplier Ensure confidentiality and compliance with GDPR at all times Support People Team and Head of Learning & Development with ad-hoc projects as and when required

Qualifications Minimum of 3 years' experience in a busy Administration role (preferably within an HR environment) Excellent verbal and written communication skills and the ability to utilise these effectively Willingness to take on ad hoc tasks Understanding of the critical importance of confidentiality and ability to maintain this at all time A good standard of Microsoft Office and general IT skills Strong attention to detail and accuracy Excellent organisational skills Ability to meet all deadlines with a consistent high standard of work Experience of working within statutory policies and processes (desirable) Excellent customer service dealing with diverse audiences

Key Points Covent Garden 3-4 weeks initially, covering sickness Starting ASAP, immediate candidates only Robert Half Ltd acts as an employment business for temporary positions and an employment agency for permanent positions. Robert Half is committed to equal opportunity and diversity. Suitable candidates with equivalent qualifications and more or less experience can apply. Rates of pay and salary ranges are dependent upon your experience, qualifications and training.

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