

## 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; Intranest

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 Intranest; 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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