

HR Administrator

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Company: Bensons for Beds

Location: United Kingdom

Category: other-general

HR Administrator

We are currently on the search for a new HR Administrator to join our growing team in Accrington.

We have grown our people function across since the start of and have identified the need to bring in a new HR Admin with specific experience in reporting, Business intelligence and Management information.

Along with creating and managing HR reports to support the wider team, you will respond to queries from colleagues and line managers in an effective and efficient manner.

Along with this, you will:

Support with right to work and other statutory checks, to support compliance, escalating to the HR Advice team or HR Manager in a timely fashion where there are any issues.

Produce standard letters for authorisation i.e. reference requests, resignation acceptance, invitation and outcome of probation reviews.

Support with time and attendance and benefit administration to ensure all colleagues have accurate records, which are updated as and when required, and maintained through a regular rhythm and routine.

Support with provision of management information to the business, with a suite of reports for each relevant business area, ensuring information is provided at the right level, and monitoring and reviewing the most effective ways to present this information and completion against objectives, highlighting where issues are outstanding.

Support colleagues with queries in relation to the administration of their terms and conditions and maintenance of personal records, such as bank details, next of kin details, annual leave queries, expression of wish.

Provide support to the annual pay review process, and benefits administration

Maintaining HR integrity and confidentiality at all times

Who are we looking for?

Well, we are a people function, so you really need to love working with people. However, the main part of this role is the management reporting, so have excellent data analysis, reporting and excel skills will be a huge benefit.

Preferably, we would like someone with previous experience in a HR function, although we would consider people with transferable skills for the role.

You will absolutely require experience of reporting and presenting data in a creative, relevant and engaging way and should be a clear and capable communicator.

What you will get!

In return for your contribution to the team's performance, we offer a competitive base salary plus all these extra benefits:

- *Employee discount scheme for Bensons products

- *Medicash - cashback options for Health and Wellbeing services (dental, optical, virtual GP, other healthcare services and more)

- Unum Income Protection - for peace of mind if you're off work long term due to illness

- *Pension scheme – provided by Legal & General

- *Discounted Gym membership

- *Cycle to Work scheme

- Annual leave buy & sell scheme – you can top up your holiday entitlement or sell unused days to suit you

- *Enhanced maternity and adoption leave

- Access to Retail Trust services (guidance and support on retail issues, mental health,

wellbeing & financial topics)

Learning and development programmes to gain new knowledge and skills

Career progression – access to internal opportunities to build your career within Bensons for Beds

*Long service awards and ‘Love to Shop’ voucher rewards to spend as you like

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