

HR and Payroll Assistant

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Company: Perenco

Location: Greater Norwich Area

Category: other-general

This is an exciting opportunity to join our HR department. Working alongside the HR & Payroll Teams the role will support both functions and shall be integral to the running and successful delivery of HR requirements. The successful candidate will have strong analytical skills and be able to demonstrate attention to detail in their work and understand how to prioritise the demands of this busy role. It is important that the successful candidate supports an efficient, productive HR & Payroll administration functions, keeping records up to date and ensuring processes are followed. This is a Monday to Friday role to be based at Norwich office. Key Responsibilities Include: Payroll Tasks (50%) Processing Sickness – Maintain sickness tracker and inform payroll team about sickness deductions Processing Holiday - Maintain holiday calendar import Maintain Shift-Patterns in the HR/Payroll system and process import from ATSSupporting the Payroll & Pensions Manager with other tasks as needed Overtime claims check in line with company policy Processing new starters for Dixstone and Petrodec Process P45 for leavers HR Tasks (50%) Processing new starters Processing leavers Support with management of benefit system and benefit administration Maintaining and updating all HR systems and databases Managing new starter induction Updating organisation charts Maintaining up to date and accurate employee files Dealing with system notifications and other inbox queries Write and send letters as requested Supporting the HR Business Partners with other tasks as needed Credit card statement management Eye care voucher process Logging and authorisation of invoices Conduct exit interviews where required Please note the split of work may be adjusted based on business needs and holiday cover. Key Requirements Include: Qualifications: CIPD

qualified (desirable)Experience: Strong administrative and analytical background Previous HR or payroll experience (desired)Experience of working with iTrent (desired)Experience of working with confidential informationIT literacy in Microsoft packages, i.e. Word/ExcelQuery managementPrioritisationPersonal Attributes:Attention to detailAbility to prioritise & plan workloadsApproachabilityAbility to multi-taskEnthusiastic to new challengesPro-active, self-sufficient achieverProfessional, approachable with confidence in abilitiesBenefits: At Perenco we value and reward our people, offering competitive salaries and a wide range of benefits including:Discretionary Bonus Private Medical Insurance Flexible Benefit Allowance Life Assurance Excellent Pension Provision 25 days holiday + bank holidaysFlex DaysProfit 'Units' Sharing Scheme

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