

HR Officer

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Company: Office Angels

Location: City of London

Category: other-general

HR Officer/Payroll

Location: SE1 London

Salary: up to £31,000

Hours: 35 Hours per week, 9-5:00pm.

Benefits:

Hybrid working

25 working days plus public and bank holidays (increasing to 29 days after two years' service)

Professional development opportunities

This growing charity, is seeking a talented HR Officer to join their team based in SE1 London.

As a HR Officer, you will play a crucial role as a key member of the HR team. Reporting to the People Partner, you will provide comprehensive support. Your responsibilities will include:

Managing and processing monthly payroll

Processing pension submissions on a monthly basis

Completing employee checks

Data for analysis and reporting

Drafting HR correspondence and supporting with employee onboarding and offboarding

Assisting with employee training bookings and recruitment processes

Supporting with employee relations cases when necessary

Maintaining accurate employee data and files

Assisting with general HR admin tasks and projects

The ideal candidate:

Previous experience in a HR role

Strong knowledge of payroll is beneficial

Excellent organisational and time management skills

Ability to handle sensitive and confidential information

Proficient in using HR databases and systems

CIPD qualification (desirable)Office Angels acts as an employment agency for permanent recruitment and an employment business for the supply of temporary workers. Office Angels UK is an Equal Opportunities Employer.

By applying for this role your details will be submitted to Office Angels. Our Candidate Privacy Information Statement explaining how we will use your information is available on our website.

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