

HR / Payroll Administrator

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Company: hireful

Location: Hitchin

Category: other-general

Are you an experienced HR Administrator or Payroll administrator looking for a secure job role with a stable organisation and diverse workload?

Do you have the organisational skills to support the delivery of accurate, timely payroll for a multi-site operation with 100's of employees?

You may not have heard of us, but you have almost certainly eaten some of our products in the last month! We make a range of seasonings, batters and coatings for some of the country's biggest brands.

What's the package?

A competitive salary is on offer for this role plus some excellent company benefits, including 24 days holiday (plus bank hols), enhanced pension, life assurance cover, private medical cover and free on-site parking.

What's the role?

You'll be based in a well established, friendly generalist HR team and getting involved in recruitment, training, employee relations and payroll tasks.

It's important that you've got some payroll experience under your belt: collating timesheets, overtime and shift payments, etc. You should have super strong Excel skills!

You'll also become the "go to" person for payroll queries, so the ability to be customer facing and support line managers is also important. A little bit of empathy and some service with a smile.

Driving license and access to a vehicle is essential, as you might be visiting other company sites in Bedfordshire/Hertfordshire from time to time.

Interested? Then apply today!

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