

## HR & Payroll Administrator

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Company: Hunter Selection

Location: Hitchin

Category: other-general

£30000 - £35000 per annum Hitchin, Hertfordshire HR & Payroll Administrator HR & Payroll Administrator Hitchin Monday – Friday Private Medical £32,500 I'm looking for an experienced HR & Payroll Administrator to join a well established business going through an extensive period of growth. We are looking for a HR & Payroll Administrator to join their department working along side the finance Director & the HR Manager your main responsibilities will be as follows: Data Analysis thorough Excel Assisting the recruitment process Maintenance and upkeep of HR Files /Processes Running reports – including Data changes Checking Timesheets / Pay increases etc Just to name a few.. To be considered for this position, I'm looking for candidates who have extensive experience using Excel as that is their main system. Salary -£32,500 Days office role 11% pension Scheme 33 Days Holiday Private Medical Life Assurance Progression Opportunities within a growing organisation Consultant: Becka Edwards

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