

HR & Payroll Coordinator

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Company: Aviat Networks

Location: United Kingdom

Category: office-and-administrative-support

About the Role

The HR & Payroll Coordinator will collaborate closely with the Senior HR Manager to support, coordinate, and facilitate the delivery of a full range of HR services within the European region. This position will be responsible for handling various HR tasks, including administrative support, payroll processing, benefits administration, maintaining efficient HR processes, ensuring policy compliance, and fostering a positive employee lifecycle experience.

Key Responsibilities:

Provide HR support to managers and employees in multiple European locations

Maintain a visible presence, fostering communication and proactively addressing any regional HR needs

Manage day-to-day HR queries and advising in line with current policies and procedures

Assist in resolving minor employee relations issues

Ensure consistent application of regional policies and procedures

Coordinate the recruitment process including job descriptions, onboarding plans, background screening, right to work checks and references

Schedule interviews and liaising with recruitment agencies

Manage the employment offer process and preparation of employment packs

Manage end-to-end HR administrative processes, including employee onboarding and offboarding, performance management and learning and development

Manage HR administrative tasks including holidays and sickness management

Maintain accurate employee records in the HRIS and employee personnel files

Process European payrolls and work with external payroll providers to ensure accurate and timely payroll processing

Ensure Statutory payroll payments are processed timely

Manage the Employer of Record payroll process

Address payroll-related queries and liaising with payroll providers to resolve issues

Prepare and issue year end payroll documentation including tax statements and P11D's

Manage European benefits programs including health insurance, EAP, and pension plans

Assist employees with benefit related enquires

Assist with Health & Safety administration

Support the delivery of Global HR initiatives such as employee engagement activities

Support our continuous improvement culture through HR related projects

Other duties as required

Qualifications and Competencies:

Bachelors degree desired or HR qualification

2+ years experience in HR and payroll coordination, preferably a multinational environment

Possess a good understanding of current employment law and HR best practice

Experience of HR systems desirable but not essential

Self-starter with resilience and able to work with minimum supervision

Excellent interpersonal and communication skills

Confident and effective communicator

Ability to manage workload, meet deadlines and remain focused whilst working remotely

Strong excel skills with ability to process and analyse data quickly and effectively

Proficient in Office 365

Ability to maintain a high level of confidentiality

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