

HR & Payroll officer

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Company: Portfolio HR & Reward

Location: Redhill

Category: other-general

We're excited to announce an amazing opportunity to work with a well-established charity based in East Surrey! We are looking for an experienced HR and payroll officer to join our team and work closely with our HR manager.

The role will primarily focus on HR, with some basic payroll data checking alongside it. We are looking for candidates who have great attention to detail, a passion for HR (ER in particular), and the confidence to be a more senior member of the HR/Payroll team.

Our client offers some great benefits, including a competitive base salary, a 3% or 7% group pension plan, 4x life assurance, discounted childcare, free gym membership (classes included), and much more!

Will look at candidates on a full time or part time basis.

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