

HRIS Administrator

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Company: PPHE Hotel Group

Location: United Kingdom

Category: business-and-financial-operations

HRIS Administrator

If you are from an HR background with growing experience in HR technology, this role could be for you. As part of our international hospitality and real estate company, PPHE, we're hiring a brand new permanent HRIS Administrator to join our established team based in our London Waterloo headquarters.

As the HRIS Administrator, you will be responsible for the maintenance and support of our Human Resources Information System (HRIS). This includes managing employee data, generating reports, managing the system configuration, and providing technical support to HR, managers and employees.

Benefits of working with us as an HRIS Administrator:

30 days of holiday per year - including bank holidays, increasing with years of service

Heavily discounted hotel rates in Europe (extends to the Radisson Hotel Group and family & friends)

F&B discounts at our restaurants and bars (for your whole party)

Benefit Hub – Discounts in many supermarkets, major retailers, attractions, restaurants and cinemas.

Two free meals per day

Free financial & mortgage advice

24/7 employee assistance programme

Access to 40% of your pay before payday through Wagestream

Vitality at work scheme, with great gym discounts and more!

Great work-life balance

Free dry cleaning for work uniform

Travel season ticket loan, Ride to Work Scheme & free local cycling lessons

Annual Staff parties and events

Company pension plan & award-winning training

Your main duties as our HRIS Administrator:

Administration, configuration, and governance of the different People Management Systems.

Stay up to date on HRIS trends and best practices, and recommend process improvements

Assist with the configuration and testing of HRIS system updates and enhancements

Assisting in projects to streamline processes and decrease manual efforts where applicable

Contributes to development, integrity & maintenance of data, analytics, reports and dashboards. Produces and delivers standard & customised data reports.

Coordinates the monthly releases from testing to implementation.

Coordinates the piloting and testing of new content, functionalities and processes.

Take initiative to provide functional & technical support, identify and troubleshoot system problems.

Delivers user support and training sessions as required.

Connects positively and engages with colleagues in the HR function as well as other departments and hotels' teams.

Communicates effectively with both internal and external stakeholders and service. Builds

positive partnerships with key providers.

Flexible and adaptable

Travel between our UK and NL (Amsterdam) Head Offices and hotels

Working here is about creating amazing experiences – and an amazing future for yourself.

Welcome to award-winning training, a supportive team environment and real opportunities to learn, grow and follow a career. If this sounds like the role for you, **apply now!**

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