

Human Resources Administrator- Maternity Cover 12 Months Fixed Term Contract

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Company: Rapiscan Systems

Location: Redhill

Category: other-general

OSI Systems, Inc. is a vertically integrated designer and manufacturer of specialized electronic systems and components for critical applications in security, healthcare, defence and aerospace. We have three operating divisions: Our Security division provides security and inspection systems, turnkey screening operations, and integrated solutions, all supported by a global service and maintenance network. Our Healthcare division provides patient monitoring, diagnostic cardiology, and anaesthesia delivery and ventilation systems. Our Optoelectronics and Manufacturing division provides specialized electronic components and electronic manufacturing services to our Security and Healthcare divisions, as well as to external original equipment manufacturers ("OEM") and end users for applications in the defence, aerospace, medical and industrial markets, among others.

Fixed Term Contract HR Administrator- 12 months

Role Overview The HR Administrator will provide administrative support to the EMEA Human Resources function. We are seeking an HR administrator to join our UK based HR team supporting OSI businesses across the EMEA region. The role will involve supporting the team with administration tasks and projects and being a point of contact for employees on HR related matters. A good understanding of HR practices and procedures and previous experience as a HR administrator or assistant is required. This is a great opportunity for someone looking to make the next step in their HR career. This role has responsibility for administration for the team as well as the opportunity to take responsibility for a variety of HR tasks.

Responsibilities: Organise new hire and leaver activities. Including producing letters, collating payroll information, providing references, creating electronic files, system changes. Deliver and maintains new joiners' Corporate Induction

programmeDay-to-day HR administration and correspondence.Maintain employee data ensuring that all records are accurate and up-to-date using the company HRIS System and electronic filesMaintain electronic employee filesRespond to employee queries on contracts, HR policyChecking and record keeping of employee driving licences/car insurance details Participation in ad-hoc HR projects as and when requiredNote taking at formal meetings as requiredProduce absence and any required reports from payroll system and HR systemsQualifications and Experience:Experience working in a confidential/HR administrative role preferred.Recruitment and HR software packages is desirable.Applicant Tracking Systems knowledge ICIMS, SuccessFactors or Employee Central systems.

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