

Human Resources Administrator - Warwick & UK

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Company: Logic 360 Group

Location: United Kingdom

Category: other-general

We are recruiting for an HR Administrator, to be based at our Head Office in Warwick, to assist the HR Team with the everyday running of the Department.

The Company's head offices work a full-time week, compressed into 4 days / 36 hours per week, between Monday to Friday.

Responsibilities and Duties

On-board and process new starters – for subcontractors and PAYE processing their details through the Assured Management System (AMS) and HR Database, quickly and accurately.

Being responsible for compliance by ensuring that candidates are legally entitled to live, work, bank and drive in the United Kingdom, ensuring that correct documentation is supplied and checks carried out as applicable.

To process digital ID via the in-house systems – ensuring that photos and all details are correct, then issuing access codes via email.

Actioning pay and career changes by administrating necessary paperwork across the full employee life-cycle and notifying payroll.

Managing the online HR database, keeping employee and worker records up to date – processing career, pay and personal changes and leavers, updating training records, etc.

Managing the Subcontractor email Inbox/respond to all enquiries in a timely manner.

Supporting the set up and administration of PAYE operatives on an ad hoc basis.

Other administration / HR duties and projects as required.

Qualifications and Skills

Candidates must have:

Proven skills and experience as a mid to senior level administrator.

Word & Excel to intermediate standard.

Experience of working with confidential data - online and in hard copy.

An eye for detail, with a high level of accuracy.

Ideal candidates will have:

Experience of working in a busy Human Resources & / or Payroll department.

Alternatively experience of working in a finance or compliance role

Knowledge of SelectHR or similar Human Resources Information System.

Salary: circa. £25,000 – £27,000, depending on skills and experience.

Basis : Permanent or temp to perm.

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