

## Senior HR Administrator - Hybrid

[Apply Now](#)

Company: Office Angels

Location: London

Category: other-general

My client are a high end clinic based in Harley Street are now looking for a Senior HR Administrator. Must have used Sage. This is essential

This opportunity would expose you to a wide variety of generalist hr tasks which would be great for those looking to build on their experience, hr/employment law knowledge and practice.

### Day-to-day Tasks

**HR Strategy** - You would be working with the HR Manager to build on current company policy and procedures; in which you would be responsible for tracking, implementation, and driving new and exciting ideas to the function.

**HR Administration:** Provide HR Administration support to the HR Manager & Payroll Manager. Preparing correspondence, contract documents, maintaining the HR system and assisting with additional tasks to support the wider Operations team. Provide a professional and efficient process to ensure all starters & leavers are processed accurately.

**Absence Management:** Work collaboratively with the operations team to track & monitor all employee absence, maintain regular communication and prepare reports for management. You would be responsible for implementing strategies which embed our company values and achieve optimum outcomes

**Recruitment:** Maintain the recruitment mailbox managing all advert requests. Posting jobs, arrange interviews and managing the application process through to onboarding. Assist

with recruitment drives, build, and maintain up to date talent pool. Working closely with the HR Recruitment Administrator to drive best practice and ensure tight control measures are met

Record Management: Maintain up to date accurate records for all staff, completing audits when necessary & ensuring GDPR compliance. Track probation, inactive employees, log contract changes and maintain accurate TUPE records. Ensure PVG/Disclosures are up to date where required.

Investigation/Disciplinary: You would be responsible for assessing employee relations issues on a case-by-case basis in which you would be making decisions on what the best approach to take would be. You would be assisting by providing administrative support to the wider operations team, and on some occasions taking the lead during investigation meetings and disciplinary hearings. Ad-hoc: Provide additional support for regular, reoccurring and ad-hoc activity including projects and change initiatives.

This opportunity is being advertised by the Office Angels West End team.

Thank you for your interest in this role. All successful applications will be contacted within 5 working days. Due to the high volume of applications we receive we do ask for your patience to wait to hear from the consultant rather than to call us directly.

If you have not heard after 5 working days then unfortunately we were unable to consider your application on this occasion.

Office Angels West End branch look after roles in the following locations and all areas in between: Oxford Circus, Oxford Street, Covent Garden, Tottenham Court Road, Euston, Regent Street, Piccadilly, Leicester Square, Camden, Bond Street, Marble Arch, Marylebone, Mayfair, Baker Street, Edgware Road, Regents Park, St Johns Wood, Primrose Hill, Paddington, Hampstead.

Office Angels acts as an employment agency for permanent recruitment and an employment business for the supply of temporary workers. Office Angels UK is an Equal Opportunities Employer.

By applying for this role your details will be submitted to Office Angels. Our Candidate Privacy Information Statement explaining how we will use your information is available on our website.

[Apply Now](#)

#### Cross References and Citations:

1. Senior HR Administrator - Hybrid [Journalistjobs Jobs London](#) [Journalistjobs](#)
2. Senior HR Administrator - Hybrid [Environmentaljobs Jobs London](#) [Environmentaljobs](#)
3. Senior HR Administrator - Hybrid [Norwayjobs Jobs London](#) [Norwayjobs](#)
4. Senior HR Administrator - Hybrid [Theflexiblejobs Jobs London](#) [Theflexiblejobs](#)
5. Senior HR Administrator - Hybrid [Mechanicaljobs Jobs London](#) [Mechanicaljobs](#)
6. Senior HR Administrator - Hybrid [Cardiologistjobs Jobs London](#) [Cardiologistjobs](#)
7. Senior HR Administrator - Hybrid [Uruguayjobs Jobs London](#) [Uruguayjobs](#)
8. Senior HR Administrator - Hybrid [Montrealjobs Jobs London](#) [Montrealjobs](#)
9. Senior HR Administrator - Hybrid [Videoplatformjoblistings Jobs London](#) [Videoplatformjoblistings](#)
10. Senior HR Administrator - Hybrid [Anyeventhire Jobs London](#) [Anyeventhire](#)
11. Senior HR Administrator - Hybrid [Seekingjobs Jobs London](#) [Seekingjobs](#)
12. Senior HR Administrator - Hybrid [Zoologyjobs Jobs London](#) [Zoologyjobs](#)
13. Senior HR Administrator - Hybrid [Muscatjobs Jobs London](#) [Muscatjobs](#)
14. Senior HR Administrator - Hybrid [Flightattendantjobs Jobs London](#) [Flightattendantjobs](#)
15. Senior HR Administrator - Hybrid [Protectiveservicejobs Jobs London](#) [Protectiveservicejobs](#)
16. Senior HR Administrator - Hybrid [Geneticsjobs Jobs London](#) [Geneticsjobs](#)
17. Senior HR Administrator - Hybrid [Unitedarabemiratesjobs Jobs London](#) [Unitedarabemiratesjobs](#)
18. Senior HR Administrator - Hybrid [Australiajobs career Jobs London](#)

**Australiajobscareer** ↗

19. **Senior hr administrator - hybrid Jobs London** ↗
20. **AMP Version of Senior hr administrator - hybrid** ↗
21. **Senior hr administrator - hybrid London Jobs** ↗
22. **Senior hr administrator - hybrid Jobs London** ↗
23. **Senior hr administrator - hybrid Job Search** ↗
24. **Senior hr administrator - hybrid Search** ↗
25. **Senior hr administrator - hybrid Find Jobs** ↗

Source: <https://uk.expertini.com/jobs/job/senior-hr-administrator-hybrid-london-office-angels-221447237/>

Generated on: 2024-05-03 by Expertini.Com