



We pledge to make equality our reality, continually taking actions to driving change. We are keen to encourage applicants from all walks of life and we want you to be at your best throughout the recruitment process. For the right applicant we would be willing to fund CIPD training and envisage the applicant will progress to a qualified HR professional role.

You will join the HR Team as an Assistant, providing full administrative support to the team to offer a value-added service which promotes a one-team culture and supporting the team in all administration duties and project work, including reporting and Payroll, ensuring accurate employee information is recorded on our systems. We have exceptionally smart people in the team who will train and develop your craft skills. We would like you to provide recommendations and suggestions on how we can improve our HR offering. You will become one of our team's experts in the new starter and leaver process, payroll co-ordination, and all administrative tasks – over time we will look to you to tell us what the answer is.

Key Responsibilities

- Manage end-to-end on-boarding and leaver processes, including contracts and offer letter drafting, reference checking, data recording ensuring new starter catch ups and exit interviews are carried out and suggesting more efficient ways of working.
- Focus on service delivery for new joiners, ensuring inductions, right to work checks, IT access, desk assessments, and full onboarding process is managed and accurately recorded, including probation reminders, and providing managers with support.
- Key person responsible for updating working databases, which includes adding all new joiners on a regular basis and updating information to ensure employee data is 100% accurate and up to date.
- Responsible for preparing HR documents such as salary & promotion letters, variation of contract letters, visa documents.
- Liaise with line managers regarding employee's probationary period; if extended, attend an extension meeting with the line manager and issue a letter of extension.
- Collaborate with our IT team to ensure new joiner and IT access is prepared before the new joiner starts.
- Raising POs.
- Conduct new starter catch ups and exit interviews, offering insight on key themes on a monthly basis.
- Support the Payroll Manager to ensure all information is submitted for monthly payroll in a timely manner and responsible for full administration duties around monthly payroll and benefits checking.
- Ensure all policies are updated, including employee handbook.
- Provide guidance on all benefits administration.
- Preparing periodic research and reports such as weekly new starter and leaver/monthly reports, monthly
- Holiday reports, as well as ad hoc reports requested
- Respond to all employees queries promptly and in line with best practice.
- Support the HR team on all ad-hoc HR and Payroll requests, and projects.

Requirements:

- Strong literacy in IT systems, including proficiency in Excel: data reporting, vlookups and conditional formatting.
- You need to be comfortable in a fast-paced environment - you need to react quickly and efficiently to changing priorities.
- You need to be creative in the way you solve problems - think differently and challenge the norm.
- You will be articulate and a clear communicator, both written and verbal.
- You should feel comfortable discussing work to colleagues.
- You should be a **'Non-Smoker'**.

Please send your c.v. to sosullivan@centuragroup.co.uk - **Closing Date for applications 30 May 2021**