



PR/117790 | HR Administrator (Maternity Cover)

Job Information

Recruiter

JAC Recruitment UK

Job ID

1514606

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

January 7th, 2025 10:41

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Our Global client is looking for a HR administrator (Maternity Cover) to join their team in London.

Company: Global FMCG

Title: HR Administrator (Maternity Cover)

Location: London (Hybrid)

Salary Range: £27,000 - 30,000

Duties & Responsibilities:

HR Duties:

- Maintain and update staff record in our online HR platform system
- Maintain and monitor leave application and prepare staff leave report
- Prepare headcount report and organization chart
- Support the HR & Admin Manager in preparing all letters for personnel
- Support the HR & Admin Manager to co-ordinate staff performance appraisal
- Provide orientation program to new hires and organize all other requirements
- Relating to new employees, such as staff badge, ID card and Health and Safety
- Induction
- Support off boarding activity from resignation to exit
- Create, maintain and update staff records in HR online platform, including personal data, job data, leave records, and etc
- Support the HR & Admin Manager to review and maintain employee benefits programs and communicate to staff, manage operations on an on-going basis
- Actively promote Corporate Culture across all functions
- Assist HR & Admin Manager to review and management of all HR Policies, procedures, staff handbooks, contracts and other HR documentation as required in line with business growth and legislative changes to ensure compliance and best practice
- To provide overall support on employee relations
- To perform ad hoc project as assign
- To provide support in the day-to-day operation on the staff Medical & Dental Insurance, Group Life Insurance, Business Travel insurance, etc.
- To provide support for annual HR budget

Requirements & Skills:

- University degree level or equivalent
- A proven track record of working in a fast-paced Admin role at least 3 years, within a FMCG or a commercial environment preferably
- HR related experience would be an advantage
- Experience of coordinating or participating admin projects
- Proficiency in spoken and written English
- Competency in Microsoft Office and business management and presentation tools

We regret to inform applicants that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACUK
#citylondon

Company Description