



# HR administrator (Swindon)

**Due to continued growth, The Hills Group Ltd is looking to recruit an additional experienced HR administrator, to join the team at our offices based at County Park Business Centre, Swindon.**

Reporting to the HR advisor, the main purpose of the role is to provide confidential and efficient administrative support to the HR function.

The role's primary function will be to provide comprehensive administration of the Company's sickness absence management policies.

The key responsibilities include:

- Monitoring and record daily information using the absence management system (ABMAN)
- Applying Company absence management policy and absence scoring to each absence and escalating absence issues to an HR Advisor as required
- Being the first point of contact for general absence enquiries, respond to employee or management enquiries (face to face, telephone, email), relating to absence matters
- Ensuring all documentation (return to work, fitness to work certificates etc.) are received and correct in matters relating to employee absence, escalating as required
- Ensuring employee absence data is prepared in time for payroll, inputting and checking data onto HR Database (SDWorx/ABMAN)
- Providing absence data for the purpose for case management and regular reporting
- Working with an HR Advisor, referring absence case to occupational health, preparing reports and assisting in the production of relevant correspondence.

Other areas of support:

- Supporting Company occupational health process for starters, leavers and drivers and providing divisional support
- Ensuring employee references and progress reviews are submitted to managers; monitoring, following up and escalating to an HR Advisor as required
- Being available to provide payroll collation and checking support during busy periods
- Being available to support HR Advisor with general contract variation administration
- Providing project support where required.

Applicants will ideally have experience of working in a confidential environment and handling sensitive information. Previous working knowledge of HR may be advantageous but not essential.

The successful candidate will be able to demonstrate an adaptable and tenacious approach to managing work and have excellent time management skills They will be comfortable using Microsoft packages and other system databases and be confident and accurate when reporting and presenting information, in a variety of formats. Excellent communication and interpersonal skills, with the ability to communicate at all levels, are essential for this role.

**Please email your CV to [join@hills-group.co.uk](mailto:join@hills-group.co.uk) quoting the vacancy reference HGL1194.**

*The Hills Group is committed to monitoring and maintaining equal opportunities and welcomes applications from all sections of the community.*

[www.hills-group.co.uk](http://www.hills-group.co.uk)