



Human Resources Administrator Swindon

The Human Resources team here at Hills provides support across the business to employees and managers. We are seeking a competent HR Administrator to join the team based at our office in Swindon.

About the role

The role's primary responsibility is to provide confidential and efficient support to the HR team and business in a timely way. You will be monitoring and recording information on a daily basis using our absence management system ensuring that calls are accurately logged and liaising with managers where necessary. As a first point of contact for enquiries you will provide accurate and appropriate information. You will be using absence management policies, scoring and identifying key information for escalating to a HR Advisor.

Processing documentation, maintaining information for reporting, and preparing data for the payroll and checking information will be a key part of this role.

As part of this role you will support the employee lifecycle which will include administration of occupational health matters and other HR related activities using various IT systems and processes.

About you

You will be a team player with effective communication skills at all levels with strong attention to detail. A strong administrative background with the ability to organise and prioritise your own workload will be essential in this varied role.

Good knowledge of MS Office along with the ability to use bespoke software will be needed to be successful in this role. As a member of the HR team you will have a confidential and sensitive approach to the various HR topics you will encounter. An adaptable approach to planning your work and prioritising tasks is essential.

Previous demonstrable HR experience would be a distinct advantage for this key role within the team.

Please email your CV to join@hills-group.co.uk or contact Hills on 01793 781199 for an application pack quoting the relevant Vacancy Reference HGL1360.

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