

# INTERNAL VACANCY

**Job title :** Human Resources Administrator

**Location:** Camberley

**Closing date :** 1 December 2017

**Job Summary**

This role is the first point of contact for all HR related enquiries. The HR Administrator ensures that the HR database is kept up to date, prepares contracts of employment, supports the recruitment process and actions salary changes via an outsourced payroll provider.

**Main duties and responsibilities**

- Keep HR systems up to date and produce monthly HR reports
- Ensure sickness absence is recorded and certificates have been received
- Process new joiners, leavers and contractual changes
- Provide advice for maternity and paternity leave and ensure records are up to date
- Liaise with outsourced payroll and instruct for monthly payroll
- Support managers with recruitment process including obtaining authorisation to recruit, updating Job Descriptions, writing internal adverts, liaising with 3<sup>rd</sup> party for recruitment support, arranging interviews and liaising with candidates
- Prepare offers of employment and administration for new joiners including checking right to work in UK, reference checking and setting up induction end of probation meetings
- Administer salary and performance review processes
- Administer employee benefits
- Be first point of contact for HR queries
- Support HR Manager with HR projects

**Qualifications and experience required**

Previous HR administration experience is essential with a basic knowledge of employment law

Experience of HR systems, ideally experienced in setting up a new HR system

Payroll processing experience

Excellent Microsoft Office Skills required (Outlook, Excel and Word)

CIPD Level 3 is desirable

Excellent interpersonal and communication skills

Hours of Work	37.5 hours per week
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For further information or to apply for this vacancy please e-mail Wendy Karban, Group HR Manager, [wendy.karban@novacyt.co.uk](mailto:wendy.karban@novacyt.co.uk)