

Job Description

HR & Payroll Administrator

January 2023



Purpose

To fulfil the administrative activities that enable us to provide exceptional HR & Payroll services to our clients. As the HR & Payroll Administrator your own 'clients' are the Ink Account Managers and Account Directors who will rely on you to stay on top of multiple tasks and keep the engine room running smoothly.

Key Accountabilities

HR Administration

- Processing the onboarding and offboarding paperwork and maintaining the HR files for our clients' employees.
- Taking absence calls from our clients' employees, designating the reason, and informing the relevant parties.
- Developing technical competence in managing the HR software – so that you know it inside out.
- Document management – working closely with the Account Directors to ensure that documents are properly formatted, filed and curated.
- Liaising with third parties as required – for example, referees, occupational health practitioners, etc.
- Preparing data change reports to share with the Payroll team.

Payroll Administration

- With training, undertaking basic payroll processing tasks.
- Developing broader competence, to include pension file uploads to the various scheme provider sites.
- Peer reviewing colleagues' work.
- Following learning events and opportunities as directed and working towards ever increasing technical competence.

Team Membership

- Taking incoming calls; liaising with clients and ensuring their queries are managed/escalated appropriately.
- Undertaking office tasks as required, for example distributing mail, running errands.
- Participating in our team meetings and events.

Person Specification

- Highly attentive to detail.
- Great at following process diligently.
- Customer focused.
- Reliable.
- Strong learning orientation – desire to know more.
- Organised, neat and tidy in style.
- Proactive.
- Confidential.
- Good with numbers.
- Great with words (especially written).
- Great team player.
- Strong work ethic.

Other related tasks may apply to this role. The role may evolve over time according to business needs.
