

HR Administrator
VPS Glazing and Locks - Norwich, Norfolk
Location: Broadland Business Park, Norwich, Head Office
Hours: 37.5 hours per week – Mon – Fri 8.30 – 5pm



We are seeking an experienced HR Administrator to join our HR Team based in Norwich.

You will be the first point of contact to colleagues and managers, providing administration support in a professional and confidential, manner across the VPS Group.

Responsible for maintaining MyHR, the online HR platform that brings key 'people' information across VPS into one place, and all colleague records and files. You will process offers of employment, administer people changes and record payroll information as necessary, provide recommendations regarding the development and administration of HR policies and assist in informing new colleagues about policies and procedures as required, as well as performing general office support functions and support to the HR function in general.

Key duties:

- Co-ordinate and undertake guidance and administrative requirements in respect of HR Shared Services across VPS Group to ensure it is undertaken efficiently and effectively to include recording, monitoring and reporting in accordance with any required policy and legislative requirements;
- Act as the first point of contact to managers and colleagues supporting and advise on new starters, leavers, changes, contract information, general MyHR queries regarding log in, annual leave and personal detail changes, ID Cards or any front line HR activity.
- Manage the HR Shared Services inbox and respond to enquiries in a timely manner or allocate to an appropriate member of the team.
- Responsible for effectively recording, maintaining and reporting HR data.
- Responsible for entering new starter information on MyHR and overseeing it to ensure that the system records are accurately recorded and cross checked and identify and report any problems.
- Process all offers of employment and contracts in a timely manner, and in accordance with best practice and employment legislation.
- Ensure that all colleague HR files are recorded and maintained in accordance with legal requirements and in line with company procedure.
- Responsible for the accurate and timely performance of payroll functions, including the collation of payroll information required (e.g. payroll starters, leavers and any other amendments) in a timely manner.
- Maintain HR records by recording new hires, transfers, terminations and changes in job classifications and document HR actions by completing forms, reports, logs, and records.
- Responsible for establishing and maintaining effective communication, co-ordination and working relations with colleagues and management and liaise with managers in respect of administrative requirements as necessary, keeping them informed of activities and areas of concern.
- Support the Recruitment team with pre-employment screening as applicable for all areas of the Company, in line with employment legislation and best practice, to include (but not limited to) employment verification information to confirm eligibility to work in the UK, SIA licencing, employment references, disclosure checks to the required level and (where applicable) credit/finance checking.
- Ensure own self-development in regards to HR employment law and legislation.
- Keep up-to-date with information on payroll services, organisational system changes and payroll-related legislation and good practice developments, and maintain own continuous professional development.

Previous experience:

- Proven experience of working in an HR environment
- Proven experience of understanding, interpreting and applying basic employment legislation.
- Ability to use initiative to respond to a varied and busy workload and have the ability to work to deadlines in a fast moving environment
- Excellent IT skills in order to produce reports and other documents
- Strong administration skills and experience
- Strong written and verbal communication skills will be required as you will be involved in writing advertising copy as well as dealing with managers across the business on a regular basis Ability to communicate effectively at all levels.
- Methodical and organised approach to work
- An aptitude for attention to detail
- Enthusiastic and approachable disposition
- Ability to demonstrate confidentiality and discretion in handling all types of information
- Flexible approach towards duties
- Level 3 CIPD qualified, part qualified or studying toward or equivalent experience - Desirable
- Demonstrable experience of screening & vetting process - Desirable
- Understanding of HR software systems – Desirable

Why VPS?

- Fast growing business with excellent opportunities for career progression and development.
- Company pension scheme
- Annual leave 22 days rising to 25 and 8 bank holidays
- Employee benefits, such as Health Care Cash Plan.
- Free Medical and Legal helpline.

How to apply:

Please provide a copy of your up to date CV and supporting covering letter detailing why you think you are suited to this role to the VPS recruitment team at recruitment@vpsgroup.com

If you have not been contacted within 10 working days of your application, then please presume that you have not been successful on this occasion.

Closing date: TBC

General Information:

General Data Protection Regulation (GDPR) May 2018 - As part of any recruitment process, the VPS Group collects and processes personal data relating to potential employees. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. **For Further Information please refer to the link:** <https://www.vps-jobs.com/vps-privacy-notice-applicants>

VPS are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age