



About Lantern

Would you like to be part of a team that is passionate about delivering excellent customer service? We are proud of our reputation and have been awarded some very exciting the accolade we receive, including **Gold** awards for both Investor in Customers (IIC) and Investors in People (IIP), demonstrate our commitment to putting our customers and our colleagues at the heart of everything we do.

Lantern is respected and trusted leader in our sector, known by reputation for purchasing and recovering debt in a fair, reasonable and compliant way. Our expertise is supporting customers in vulnerable circumstances, and we live by our HEART values (*honest, empathetic, accountable, reasonable & transparent*). Our success and considerable growth in recent years, is a result of our customers knowing and trusting us and, because of this, we are recognised as the specialist within our sector.

With significant investment in our future, and planned growth, we are creating exciting new opportunities for talented people to join our team. If you'd like to know more about us, why not visit our website www.lanternuk.com/who-we-are/our-promise-to-you.

About the role

HR Coordinator

Due to an internal promotion, we are delighted to be recruiting for this position.

Our office is in Pudsey, and only a few minutes' walk from Owlcotes and New Pudsey train station, with great links to public transport. If you drive, we have free parking on site.

We are offering a competitive salary commensurate with experience (£21-25k) plus 23 days holidays (rising with length of service) + bank holidays, along with a healthcare cash plan, annual bonus of up to 10% of salary and a long-term incentive scheme.

So, what will you be doing?

You'll support the Director of HR & Talent and HR Business Partner in providing efficient, timely HR support to the business, and become the first point of contact for all general HR enquiries. You'll maintain our HR system, working closely with our payroll team to ensure that accurate information is shared to ensure colleagues are paid accurately and on time. You'll be responsible for administering all new starter, changes, and leaver processes. You'll also administer recruitment activity, such as drafting job adverts and managing the application and candidate screening process. On occasion, you may be required to support our L&D team with training administration tasks too.

This is an exciting opportunity for someone to take their next step in their HR career, so previous HR administration experience is essential due to the fast-paced nature of our business.

Accuracy and attention to detail are critical skills that you'll clearly demonstrate we'll be seeking, to ensure that all HR processes comply with our legal, legislative and regulatory obligations, but also, ensuring we are compliant with our internal policy and process. The role requires someone who has experience with key HR processes, including resourcing, employee relations, system administration and asset data management. This is a great next step opportunity in your HR career.

What you'll need

Ideally, you'll have experience of with working in a HR function, within a highly regulated environment, such as financial services.

You'll be able to demonstrate clearly, your experience of administering recruitment and resourcing processes.



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DEBT WITH A HUMAN TOUCH

You may have operated in a HR shared service centre and looking now for a more generalist HR administration role.

You'll be familiar with conducting onboarding for new starters, including using 3rd party suppliers for background, previous employment checks, and vetting processes.

You'll have had exposure to advising managers on HR policy / guidelines and helping colleagues with general HR queries such as health care plans, low level pension or payroll queries, helping colleagues understand HR policies, employee self-service systems and processes etc.,

You'll be confident in using complex HR systems to produce standard and ad-hoc reports, and finding ways to improve the data reporting tools.

You'll be able to identify opportunities for improvement to our HR processes and systems.

You'll have excellent attention to detail, an eye for accuracy and exceptional written and communication skills.

You'll have strong experience in using MS packages, such as Teams and Office (Word, PowerPoint, Excel)

You'll be able to manage and prioritise your own workload against the needs of the business.

You'll be able to work within a team, but also independently, where necessary.

You'll be familiar with legislation, such as the Data Protection Act 2018, and the Immigration, Asylum and Nationality Act 2006 (Right to work in the UK checks)

The package

We are offering a salary of 21-25k (dependant on experience)

You'll get 23 days holidays (rising to 25 with length of service) plus public holidays.

You'll participate in our annual bonus scheme, which offers you the potential to earn an additional 10% of your salary.

You'll be invited to join our highly rewarding long-term financial incentive scheme.

You'll receive a competitive Healthcare cash plan.

We provide all colleagues with an Employee Assistance programme, for you and your family.

You'll benefit from the security of a competitive life insurance policy.

We'll help you save for the future with a competitive pension scheme.

We provide you with free on-site parking.

You'll join a friendly team, with great people and a company that recognises and rewards high performance.

1st stage interviews will be conducted via MS Teams. 2nd stage interviews will be face to face (social distancing measures in place) at our offices in Pudsey.

Our promise to you, when you join the Lantern team...

We'll treat you as an individual – You have unique strengths. We'll do what we can to play to them.

We'll keep listening & talking – Communication is key in any relationship, and we truly value employee input.

We'll help you grow – We admire ambition. If you want to progress, we'll help you find and seize opportunities.

We'll keep it fun - We thoroughly believe work should be enjoyable, and our company culture reflects that.

Due to the nature of our sector, any offer of employment will be conditional and subject to satisfactory background checks (Employment references, DBS Basic and Credit file search