

HR ADMINISTRATOR

- **Salary up to £22,500.00**
- **Bonus up to 10% of annual salary**
- **37.5 hours / Mon-Fri (*will consider candidates who prefer part time hours, with a minimum of 22.5 per week*)**
- **Benefits: Healthcare/ life assurance plan/ Perkbox/ gym discounts/ retail discounts/ free on-site parking**
- **Long term incentive scheme**
- **31 days holiday (incl: public holidays) – rising to 33 with service**

Who are we?

We're a market leader in acquiring and managing vulnerable customers, helping them to find an affordable solution and sustainable pathway to clearing their outstanding debts. Having built a solid reputation for being the specialist in our sector, we've won some pretty impressive GOLD standard awards over the last several years from Investors in People and Investor in Customers.

If you want to hear what our customers and colleagues are saying about us, why not visit our website www.lanternuk.com.

What will you be doing?

Reporting into HR Business Partner, this role will focus on providing first line administrative support and HR query resolution. Some of the day-to-day aspects of this role include:

- You will be responsible for vetting and onboarding tasks for new starters, maintain an effective HR filing system and own administration of HR information system actioning any changes and providing accurate data for reporting and supporting wider HR team projects.
- Ensure that all tasks according to the HR calendar are carried out within agreed timeframes.
- Maintain an effective filing system in accordance with GDPR regulation and internal Data Asset Registers.
- Set up new joiners onto the HR/payroll system.
- Assist new joiners with navigating and understanding the HR self-service system (ESS).
- Carry out routine vetting checks for employees according to the schedule.
- Ensure that monthly payroll tasks are completed ahead of payroll cut off.
- Administer new joiner, change and leaver processes, ensuring relevant stakeholders are updated.
- Produce correspondence for any disciplinary and grievance matters and if required attend meetings with Managers / Team Leaders.
- Monitor absence flagging long & short-term absence & at trigger point issue to managers, and ensuring all relevant documentation is provided including fit notes and return to work forms.
- Update the HR dashboard / reporting tools and providing ad-hoc reports to the HRBP, Director of HR & Talent, and team managers.

- Ensure that exit interviews, return to work, new starter feedback forms are completed and returned to HR.
- Diarise and administer the probation period process, ensuring new joiners and managers meet regularly to review performance.
- Work closely with the wider HR team on key strategic projects where appropriate.
- Take responsibility for risk and compliance within the remit of your role.

What you'll need

- Experience working in a fast-paced HR office.
- Experience maintaining HR systems (iTrent experience will be advantageous).
- Strong administrative skills.
- Keen eye for detail and passion for learning new processes.
- Good communication skills.
- MS Office experience, including MS Teams.
- Strong organisational skills.
- Self-motivated and a strong ability to work collaboratively with different teams across the business.
- Excellent levels of attention to detail to ensure your work is accurate and of high quality.
- Demonstrating resilience and agility in your approach to work - we're fast paced and sometimes we'll need to juggle or prioritise.
- Being creative – we love hearing new ideas from our colleagues about how we can do things better.

Our values are rooted in honesty, empathy, and transparency – for our colleagues our customers and our clients. That's why equality, diversity and inclusion are so important to us; because when we embrace different perspectives and give everyone the chance to be the best they can be, we can think in new, creative ways that grow and enhance our business.

We're committed to equal opportunities for everyone, and we may collect relevant data for monitoring purposes during our candidate registration process. Be yourself, that's all we ask.

Please send your CV and an email telling us a bit more about yourself to careers@lanternuk.com

Due to the nature of our business, all offers of employment are subject to background and vetting checks, including; employment references, DBS (basic), credit file search, PEP and financial sanctions searches.