



HR Coordinator

Salary and Benefits: £21,000.00 - £23,000.00 (dependant on experience) + 10% bonus, 23 days holidays (rising to 25) plus bank hols, long service cash incentive scheme(s) and other great benefits

Hours of Work: 37.5 per week (Mon to Fri) – we will consider applications from candidates who are looking for part time hours.

Place of Work: Head office, Leeds

How to Apply: Please email your CV and covering letter to careers@lanternuk.com

WHO ARE WE

We are Lantern and we specialise in the purchase of overdue consumer credit agreements and subsequent collection of outstanding monies. Our 2.5m customers trust us and as a result we have been accredited with a number of awards including Investor in Customers Silver. As our business grows and our customer satisfaction levels increase we are 'Going for Gold' in 2019. We have ambitious growth plans over the next 2-3 years and these plans create new and exciting opportunities for people with great skills, the right attitude and who share our values, to join us. Our offices are easily accessible situated on the outskirts of Leeds near the Owlcotes Centre. We have free parking and great public transport access.

ABOUT THE ROLE

The role is to provide an efficient HR support to both the HR team and the wider business on general HR enquiries. The role is responsible for maintaining accurate employee information in the HR system and completing all administration duties in our people processes.

This is an exciting opportunity for someone to enhance their skills within HR in a fast paced environment. Accuracy and attention to detail are essential skills to ensure legal and compliance requirements are fully completed. The role requires someone who will want to work in key HR areas such as resourcing, employee relations, talent and reward to build their knowledge and skills.

WHAT YOU'LL BE DOING

- Maintaining the HR data base – starters, employee movement, leavers, change of employee details, pay changes and absence records
- Act as first point of call for the HR inbox
- Support recruiting managers to advertise job roles , shortlist and correspond with candidates throughout the recruitment process
- Own the on-boarding process by issuing terms and conditions of employment, complete full compliance on references including DBC, Credit and eligibility to work in the UK checks, maintain the new starter tracker
- Completing all administration duties in our people processes
- Produce correspondence for any disciplinary and grievance matters and if required attend meetings with Managers / Team Leaders
- Track absence flagging long & short term absence & at trigger point issue correspondence for medical requests and ensuring completed return to work meetings
- Produce standard & ad hoc reports from HR & Payroll data base in accordance with the HR calendar



- Support and promote the awards & recognition schemes
- Maintain an effective filing system
- Support when required Team Leader and Line managers with return to work & probationary reviews
- Support the monthly payroll tasks are completed before payroll cut off calendar
- Work alongside the Learning and Development team by carrying out administrative tasks such as maintaining internal and external LMS systems, updating employee training records, scheduling relevant meetings
- Maintain and update the company Intranet site and systems to ensure communication is relevant
- Take responsibility for risk and compliance within the remit of your role.

WHO WE ARE LOOKING FOR

- You will be able to demonstrate the key elements of the role above.
- You will have clear and effective communication skills
- You will be able to understand the priorities for the department to provide an efficient HR service and ensure all tasks are accurately completed within the relevant timeframes
- You will have a keen interest in HR and willing to learn and develop yourself as this is a great opportunity to enhance your career in the HR profession

WHAT YOU'LL GET IN RETURN

- A really competitive salary dependent on experience (circa £23,000 - £26,000).
- Monday to Friday 37.5 hours per week. Although we are open to applications from candidates looking for part time hours.
- Up to 10% bonus paid annually.
- Up to 5% employer contribution to your pension plan.
- Generous Healthcare Cash Plan.
- Long Service Incentive scheme.
- 23 days holiday (Rising to 25 days with length of service) + Bank holidays.
- Free Parking.
- Other benefits associated with forward thinking companies, including really great recognition schemes.
- A newly refurbished office environment with modern facilities because where you work is just as important as what you do.

NEXT STEPS

- Please apply for the role by sending your CV and covering letter telling us why you would be great for this exciting opportunity to careers@lanternuk.com
- We'll look forward to you joining our team.

Due to the nature of our business, any offer of employment will be subject to satisfactory background checks (DBS Basic and Employment Credit file check).