



Job Description

Job title: HR Operations Administrator

Department: HR

Jurisdiction: Jersey

Purpose of the role

A dual role providing general HR administrative support across the group, together with processing monthly group payroll. Includes undertaking a range of administrative duties, following processes and managing HR data & systems to ensure accuracy at all times.

Key Responsibilities

- Being a competent user of all internal systems, to include our employee records system (Snowdrop)
- Updating and maintaining HR systems, records and reports with accurate employee data
- Processing monthly employee payroll in support of the payroll subject matter expert
- Processing changes to employee's circumstances, including preparing accurate and effective documentation/communication and updating relevant databases
- Processing leavers, including preparing accurate, relevant documentation and updating systems accordingly
- Producing Management Information reports
- Ensuring that the end to end HR process supports a positive employee experience at all times.
- Following existing HR processes accurately and challenging these for ongoing efficiencies
- Supporting HR priority projects with any administrative activity
- Responding to emails on behalf of the department
- Providing ad-hoc administrative support to any of the other HR functions, as necessary and in line with business requirements.

Competencies

- Solid previous office administration experience, ideally in a professional services environment
- Excellent IT skills, including Microsoft Office and database systems
- Used to working under pressure and to tight deadlines with multiple stakeholders.
- Confident, organised and to make decisions quickly.
- Strong communicator with excellent written and spoken English.

Ogier actively supports the professional development of individuals who are in the pursuit of excellence in their field. If you have the determination to work hard and put in extra hours as and when is necessary to get the job done, then this is a fantastic opportunity for you to develop your career in an exciting, fast growing and rewarding environment.

Contact

To apply for this role please send your CV to recruitment@ogier.com

Regulatory information can be found at ogier.com