

## HR and Payroll Administrator

Toppesfield is the UK's largest and fastest growing independent surfacing company. In the last four years we have created more than 100 jobs, increased our turnover from £39 million to over £85 million and established seven regional offices within the UK to manage projects with clients across the highways, commercial, aviation, defence, leisure and rail sectors.

Here at Toppesfield, our goal is to continually raise the benchmark for surfacing, thereby enhancing our position as contractor for choice for all surfacing works.

We have an exciting opportunity for an HR Administrator to join our rapidly growing company, in your role, you will be responsible for assisting and supporting the HR Manager and Payroll Manager with vital admin support.

Reporting to the HR Manager you will fulfil a range of duties including: -

- To administer starter / leaver processes including all documentation, induction processes and exit interviews.
- To prepare all letters or contracts for any changes to employee terms and conditions
- To provide administrative support to line managers in HR processes, including note taking at investigations of formal meetings.
- To provide general administration and data inputting support to the HR department as required including filing, telephone answering, scanning, photocopying and emails
- To provide the Health and Safety Manager with induction templates and new starter checklist to ensure a smooth on boarding process for the new employee.
- Production of standard documents and routine correspondence
- To administer and update the company contact lists
- Management of the holiday system e.g. updating with sickness, training and holiday
- Prepare monthly sickness reports and complete sickness interviews as necessary
- Managements of the company mobiles e.g. liaising with network provider, setting up and updating the company tracker
- Providing support to the Payroll Manager e.g. managing the weekly diary sheet and preparing payslips ready for posting.

### You will have:

- Focus and determination
- Work well within a team
- Good communication skills
- High attention to detail
- A positive and enthusiastic attitude
- Excellent IT skills with competency in Microsoft Word and Excel

### Experience and qualifications:

#### We need you to have:

- CSCS Card
- Previous work experience in an HR department including giving basic HR advice to employees and/or managers