



## **Job Description**

**Job Title:** HR Assistant

**Reporting to:** HR Manager

**Location:** Swansea

---

### **Job Purpose:**

The successful candidate will manage the HR inbox and be the first point of contact for all HR queries. You will be required to support the HR Team to deliver strategic initiatives and ad-hoc project-based work. In addition to this, the successful applicant will have ownership of the HR System and will be required to run regular and ad-hoc reports in addition to updating records with changes relating to payroll, benefits, job and salary, starters, leavers, promotions, and training. The HR Assistant will also provide general administrative support to the team, particularly in relation to Recruitment & Selection, On-boarding and Compensation and Benefits.

---

### **Main duties and responsibilities:**

#### **General HR**

- First point of contact for all HR queries.
- Manage the emea\_hr.org account, dealing with all incoming e-mails.
- Record absence using HRIS, currently Cascade.
- All HR admin, to include new starter and Leaver admin, end of probation process, PDR process, Policy Review Process.
- Managing equipment for new starters and leavers.
- Manage Company mobile phone contract.
- Managing Long Service Recognition process.
- Managing employee celebration process.
- Support HRD, HRM and HRE to deliver strategic HR initiatives and with ad-hoc project based work.
- Manage invoice approval process, for HR related invoices.
- Research and identify solutions to HR issues outside of the UK.



#### HRIS – Cascade

- Act as the custodian of the HRIS. Liaising with Cascade with any system problems, queries, updates etc.
- Maintains Company Human Resources Information System, currently Cascade - updating all changes in relation to payroll, starters, leavers, promotions and training
- Transferring all manual HR information from paper files and spreadsheets etc. onto Cascade
- Produces monthly HR metric reports.
- Provide Cascade self-service training for new employees.
- Record and manage absence.
- Advice HRM & HRD with any anomalies or trigger points for absence.

#### Pay & Benefits

- Producing summary of monthly payroll changes and submitting to outsourced payroller.
- Checking monthly payroll amendments.
- Liaising with third party payrollers, regarding SANS oversea employees.
- Updating monthly payroll schedules and reports to include any bonus or commission payments.
- Manage and process all invoices for third party payrollers and recruitment agencies.
- Manage admin process for Company benefits, liaising with employees and benefit providers.