



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	HR Administrator
Internal Reference	CEN-0162
Business Unit / Group Function	Central Services, OBU, BBU, ODC
BU Team / Sub-Function	HR
Location	Arete;SBP;Richmond;Singapore;Hamburg
Team Leader Role	HR Business Partner; HR Manager; HR Adviser
Role Level	5
Team Members	No
Role Purpose	
To provide full employee lifecycle administrative and HR project support to the HR Team and business areas in accordance with HR policies, principles and standards.	
Accountabilities	
Accountabilities	
<ul style="list-style-type: none">• Maintain the HR System and Administration processes accurately and to defined timescales• Input, update and reconcile data in a timely manner ensuring that information held within the system is accurate and input efficiently to meet set deadlines• Provide practical administrative support for all HR activities within the Business Units and provide support for wider HR Projects effectively• Support HR and recruitment teams from job offer to completion of the onboarding experience in terms of all ensuring all associated paperwork is complete and candidates experience is seamless• Collate and record all attendance information; including the compilation of monthly absence in a timely manner to ensure the monitoring of sick pay entitlement is accurate• Assist leaders and employees with advice on HR policies and general HR queries in a timely manner• Co-ordinate and administer the Company's Occupational Health Referral process and administer the Company Private Healthcare plan correctly• Undertake any additional local duties for Global / standalone posts as required	