

ROLE PROFILE

Job Title	HR Administrator
Business Unit / Group Function	BBU
BU Team / Sub-Function	HR
Location	Richmond
Team Leader	HRBP or HR Manager
Team Members	No
Job Level	5
Role Purpose To provide and deliver full, accurate and high quality employee lifecycle HR administrative support to the team and a combination of international business units. Proactively plan and organise your work activities to meet business and team priorities	
Accountabilities <ul style="list-style-type: none"> Proactively maintain and administer accurate and timely HR data via the HR Systems and wider organisation systems such as the intranet, leave management system, performance review system active directory. Input, update and reconcile data as required to ensure information is current and accurate, aiding decision-making. Work in partnership with other areas of HR to provide necessary information in support of HR Processes and provide support for wider HR Projects where required. Assist Leaders and employees with first line advice on HR policies and general HR queries and provide a general administrative service for HR, including the production of contracts & offer packs, letters, reports and presentations. Maintain local trackers to monitor employee information such as starters, leavers, changes and transfers ensuring accuracy on a real time basis. Ensure accurate and timely monthly payroll data tracking, collating and reporting across multiple international markets in partnership with the Central Payroll team, HR Advisor and HRBP. Ensure on-boarding excellence of new starters to include all timely and accurate pre-employment checks, collation of documentation, benefits administration and payroll requirements. Co-ordinate and deliver new starter first week one to one HR inductions ensuring all relevant policies and processes are shared Management of Purchase Order and Invoice processing and tracking for all HR vendors and suppliers. Provide administration for the local and specific global Learning & Development initiatives but not limited to, welcome to William Grant & Sons, Brand Induction Experience, Lunch and Learns etc. 	



WILLIAM GRANT & SONS

- Enroll & administer the benefits plan e.g. Company Health Insurance, Pension etc. ensuring that members information is accurate and current across multiple international markets and platforms.
- Co-ordinate & administer the Company Occupational Health Referral process.

Created by:	Samantha Fernandes
Creation Date:	Sept 2021
HRBP:	Nick Townsend
Date of last revision:	May 2023