



We are looking to recruit a part time **HR Onboarding Administrator** to join the team supporting newly acquired acquisitions, supporting their transition into the operating Divisions. The role would suit someone with strong administrative experience who enjoys working in a people focused and fast-paced office environment.

This is a flexible, part time role, ideal for someone looking to work a minimum of 25 hours a week over 5 days, Monday to Friday. Whilst there is merit in being based close to our Bedminster, Bristol office we are open to someone working permanently from home. This is a varied role with opportunities for progression.

The RSK Group is a dynamic, multidisciplinary environmental consultancy and services provider servicing a wide range of property, manufacturing, oil, gas and energy clients. We operate an open and relaxed management culture that nurtures continuous improvement and innovation. This also enables us to achieve a staff turnover rate that's consistently below the industry average. Adopting a proactive growth strategy helps us to run a sustainable and profitable business while providing new and exciting career opportunities for all.

HR Onboarding Administrator

Responsibilities:

- Provide administrative support to ensure onboarding compliance is achieved for all new acquisitions, particularly in relation to Right to Work documents, highlighting any concerns to the HR Onboarding Manager
- Set up electronic personnel files as appropriate and ensure secure transition of HR files from the acquired business to the RSK HR server, as appropriate.
- Support Divisional HR leads with the administration of aligning employee terms and conditions and the issuing of new updated contracts of employment as required
- Keying employee data during the onboarding process ahead of RSK payroll processing the payments to ensure accuracy
- Attend any meetings as require by the HR Onboarding Manager
- Assisting on ad hoc projects as required
- Ensuring compliance with GDPR requirements

Person specification:

- Possess a minimum of 5 GCSEs at grade C or above or equivalent (including Maths and English),
- Proficient in all Microsoft packages, particularly Word and Excel,
- Confident communicator
- Professional approach and ability to handle sensitive information confidentially,
- Good attention to detail,
- Able to work independently and as part of a wider team
- Able to work effectively under pressure and to strict deadlines, prioritising with a flexible approach

Salary and benefits:

- £22,000 (FTE) depending on experience
- Contributory Pension Scheme and Life Assurance
- A flexible benefits programme including the option to buy additional holidays and private health care
- Discounted gym memberships
- Regular training and career development
- Access to mental health support and professional financial advice

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