



<b>Role</b>	HR and Payroll Administrator
<b>Location</b>	Sheffield
<b>Salary</b>	Competitive salary

## About us

Isosceles provides bespoke strategic and operational HR, Payroll, Accountancy and Finance expertise to UK and international companies. We work with clients in tech, life science, manufacturing, research and service industries. All ambitious. All growing. All expecting first class support from their professional partners.

## About the job

We're looking for an experienced HR and Payroll Administrator to provide comprehensive administrative support for all aspects of the employee life cycle, contributing to the delivery of high-quality HR and Payroll support to our internal and external clients. You'll help great companies achieve their ambitious growth plans by providing an efficient, accurate, seamless and client focussed HR and Payroll administration service. We are prepared to be flexible on hours.

Exactly what you'll do on a day to day basis will be influenced by your clients, but could include:

### Working with our HR team:

- New hire to leaver process administration.
- Liaising with payroll and benefits providers for new starters/leavers and changes of terms.
- Maintenance of electronic filing systems.
- Managing and maintaining HR Information Systems (HRIS).
- Liaising with the HRIS support team to escalate problems and source solutions.
- Dealing directly with clients to resolve queries – theirs and ours.
- Providing administrative support to the HR team.
- Assist with projects as and when needed.
- Producing reports.
- Supporting recruitment activity, including graduate assessment days.

### Working with our Payroll team:

- Payroll database entry and management.
- Pension administration.
- Preparing employment tax submissions.

## About you:

You'll be a primary point of contact for your clients, representing the Isosceles brand in everything you do. You'll need to be:

- An experienced HR and/or Payroll administrator.

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- Inquisitive. Quick to learn.
- Able to provide exceptional levels of customer service.
- Excellent organisation and time-management skills.
- Resilient, flexible, able to balance competing demands on your time from multiple clients.
- Highly accurate. First time.
- Brilliant at building and maintaining relationships at all levels.
- Proactive, polished, professional, positive.
- Experienced in Microsoft Office, including Excel
- Experienced user of HRIS and /or payroll systems.
- Ideally you'll hold a relevant qualification, eg CIPD level 3.