

The Right HR solution for you ...

HRSolutions (GB) Limited

Solving YOUR HR and Payroll needs



Due to the recent expansion of our client base an opportunity has arisen for motivated Apprentice to join our successful and expanding company, at our offices based just north of Lincoln.

Apprentice HR Administration/Payroll Assistant

Initially Temporary for 1 year with the opportunity to be permanent for the right applicant

We are looking for an enthusiastic Apprentice to join our small team; you will thrive on being kept busy with a variety of tasks; be organised with excellent key board skills and able to meet tight deadlines. Ideally you will be looking for a future career in HR, Administration and /or Payroll.

Daily duties will include office administration including word, excel and data processing into a bespoke HR and Payroll data base with the opportunity for a variety of tasks.

You must be computer literate and have excellent key board skills.

Minimum GCSE requirements - English Language and Mathematics Grade C or above

About us

HR Solutions (GB) Limited recognises the vital importance of and is committed to giving consistently high levels of service delivery to our clients. We actively work with our clients to ensure that together all of their HR and Payroll requirements are satisfactorily fulfilled.

Due to the nature of our work, all the above roles are conditional upon a clear Disclosure & Barring Search.

For further information, the job description and an application form, please visit our website at www.hrsqb.com.

Salary is dependent on skills and experience.

Closing Date for the receipt of applications via post marked

Private & Confidential to Sarah Subden or e-mail

Closing date : 1st September 2017

No faxes, agencies or CVs.