

The Right HR solution for you ...

HRSolutions (GB) Limited

Solving YOUR HR and Payroll needs



Due to our expanding client base opportunities have arisen for motivated individual(s) to join us at our offices just North of Lincoln. We provide a full administration service to a range of mostly educational clients giving daily support for HR Administration including contracts of employment, letters changing hours and terms & conditions etc.

A working knowledge of Local Government and Teachers Terms & Conditions would be an advantage, although full training will be provided.

HR Administration Assistant

Are you currently working in Payroll or HR? If so, this post may be ideal for you. We are looking for an applicant who is enthusiastic to learn and progress their knowledge of Payroll and Pension Administration.

- Do you enjoy a different challenge every day?
- Working as part of a small team?
- Do you like to give & provide excellent service?
- Do you enjoy building relationships?
- Have you the ability to meet tight deadlines?
- Are you proactive and able to work independently?
- Have excellent communication skills both verbal and written
- Highly motivated and organised?
- If so we want to hear from you.

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.

Or please ring Sarah on 07714140820 for an informal confidential discussion.

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 : XXXX

No faxes, agencies or CVs.