

JOB OPPORTUNITY

FULL TIME HR ADMINISTRATOR WHITEFIELD

JOB DESCRIPTION

The Role:

Responsible for managing day-to-day HR administration tasks and providing administrative support to the HR team as required.

Duties:

- Complete starter and leaver administration accurately and in a timely manner.
- Conduct HR inductions for new employees.
- Maintain sickness absence records for weekly and monthly paid employees, ensuring Payroll receives accurate and relevant information.
- Complete retirement paperwork for employees.
- Update and maintain monthly attendance bonus administration.
- Provide general administrative support to the HR function.
- Arrange occupational health appointments and update the occupational health system.
- Coordinate the annual calibration of occupational health equipment.
- Issue employee swipe cards.
- Request and process DBS checks as required.
- Update and maintain the time and attendance system.
- Update the training plan in line with performance reviews and arrange training as required.
- Maintain the holiday entitlement system.
- Provide reception cover during breaks as required.
- Carry out any other reasonable duties as requested by management.

EXPERIENCE

- Experience of working in a fast-paced office environment
- CIPD Level 3 qualification or equivalent experience
- Excellent written and verbal communication skills
- Flexible and adaptable approach to work
- Strong team player with a collaborative approach
- Meticulous attention to detail across all areas of work
- Highly organised and able to meet deadlines efficiently
- Good working knowledge of office systems and software
- Ability to work proactively and use own initiative
- Willingness to learn new skills and grow with the company
- Ability to communicate effectively at all levels

HOW TO APPLY

Apply online at

www.polyflor.com/about-us/careers

Call us for an application form on

0161 767 1111

Email your CV to

careers@polyflor.com

JOB TYPE

Hours: Monday – Friday, 09:00 – 17:00

CLOSING DATE

30th June 2026