

HR Data Administrator

TR Fastenings Ltd specialise in distributing and manufacturing standard and specialist industrial fasteners. Through our global operations, TR employs over 1,200 highly skilled and experienced people. Every colleague around the world is a valued member of the TR family who work together to deliver a high-quality service for all our customers.

The role

This is a great opportunity for an enthusiastic, conscientious and hardworking individual to join a multi-national company that is a market leader in its field. We are looking for a candidate who is keen to learn and develop skills, that will benefit both the company and the individual going forward.

Reporting to the Global HR Data and Process Manager, this role sits within the Global HR Department and will assist with the reporting of HR data and ongoing development of the HR System and LMS (Learning Management System).

Key Responsibilities

- Update and maintain electronic employee information held in the HR system (Microsoft D365 for Human Resources)
- Assist with the collation, analysis and presentation of HR management information from a variety of sources
- Assist with the production of monthly HR reports and other ad hoc reports as required
- Respond to employee queries and employment related questions
- Support internal/external audits by preparing information as requested
- Assist with enhancements to the HR system
- Identify opportunities for more effective use of HR management information
- Develop and update HR processes
- Assist and support the HR team on various Group HR projects.
- Other ad hoc tasks as instructed

The Candidate

The ideal candidate will have an ability and willingness to learn, who understands the importance of confidentiality.

Excellent attention to detail is essential, as is the ability to communicate at all levels, both verbally and in writing. To be able to prioritise workloads is important, as well as being a good team player.

An understanding of IT Systems, with experience of MS Office including Excel is important for data analysis.

Experience of the use of HR databases such as Microsoft D365 is desirable but not essential as full training and support will be provided.

