**HR Administrator**

ICAP Employment Solutions, on behalf of its client, is seeking for an HR Administrator, who will actively participate in the invoicing procedure and communicates directly with employees as well as with clients.

**Responsibilities:**

* Executes the new hire process for new employees
* Executes the termination process for leavers
* Ensures that all new hire and termination paperwork is in order and processed in a timely manner, for maintenance and filing.
* Provides resolution to employee issues in a timely and positive manner. This is done by keeping the employee well informed of the progress and maintains ownership of the problem until resolution.
* Provides accurate, timely, and professional support to customers in order to complete
* Actively participates in payroll projects, as well as in Internal & External audits

**Requirements:**

* 2 years related experience
* Bachelor's degree in Business Administration, Accounting or Economics
* Fluent in both written and verbal English
* Proficient using the Microsoft Office Suite
* Ability to analyse and resolve problems through effective customer service interface and communication
* Excellent written and oral communication skills
* Ability to manage priorities and workflow

**Benefits:**

A competitive remuneration package, along with excellent opportunities for professional growth and advancement within a leading services organization with ambitious growth plans.

All information received will be treated with strict confidentiality.