



Example of Contract Advisor Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is looking to fill the role of contract advisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for contract advisor

- Work with our Centres of Expertise and the HRBP team to ensure the effective development of HR policies and practices to meet business needs
- Working closely with our Staffing team, manage employee onboarding including new joiner packs and induction process end to end
- Ensure ADP payroll system is kept up to date, accurate and complies with legislation, covering starters, leavers, changes to t's and c's, password resets/access issues, holiday, sickness and maternity changes
- Manages process/changes in Workday HR system
- Working with third parties to administer employee benefit changes childcare vouchers, healthcare, pension etc
- Supporting managers with probation process and related performance discussions
- Managing exit interviews and exit process/paperwork
- Work in partnership with line managers on performance management, attendance/sickness absence management, employee relations, recruitment, team development and reward and recognition
- Support the visa and immigration process in conjunction with the Global Assignment Team
- Provide advice and counsel on compensation recommendations for new hires or internal moves within businesses

Qualifications for contract advisor

- Experience of administering payroll system
- Proactive and self-motivated, collaborative and a strong focus on quality and efficiency
- A high level of confidentiality, tact and diplomacy
- The flexibility and willingness to learn and be able to juggle multiple priorities at once