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| **Role title** | HR Data Entry Administrator | **Full or Part Time** | Full Time - FTC |
| **Reports to** | HR Assistant  | **Direct Reports** | N/A |
| **About Westerleigh Group** |
| Westerleigh Group cares for over 70,000 funerals every year. With more than 500 employees across 40 sites in the UK Westerleigh Group is the largest independent operator in the UK. Each funeral is an incredibly important one-off event for the bereaved and we make a difference to all those people who we interact with. All parts of the Westerleigh team contribute to this, from colleagues working closely with families, our grounds teams providing beautiful settings, colleagues at AK Lander making high quality memorials, the Development team constructing new sites and HR and Finance functions providing support to all colleagues.Our Vision* We provide exceptional care in a beautiful setting, so that families and friends can remember, mourn and celebrate the lives of their loved ones in a way that is uniquely personal.

We have big ambitions; to grow and invest in our sites, maintain our vision, further develop our loyal and committed workforce and to provide best in class facilities for our customers. |
| **Role purpose** |
| To provide data entry and administrative support to the HR function during a new HR and Payroll system implementation project. The role will be actively involved in supporting the project, learning the new system and entering data to ensure the system is up to date and ready for go live. Maintaining and updating HR files to ensure all information held is correct and accurate.  |
| **Responsibilities / Accountabilities** |
| **Overall Accountability:*** Support the HR Assistant and HR Project Team to implement the new HR and Payroll system
* Data Entry - ensure the data being held in Cascade HR & Payroll is maintained and accurate
* To assist in the design and set up of the new Cascade HR & Payroll system
* Maintain and organise confidential HR electronic records ready for transfer to the new HR system
* To work with the wider HR and Payroll functions, completing project tasks as required
* To provide general administrative HR support as required, including data entry, filing, answering queries, etc
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| **Experience/Knowledge/Skills** |
| **Essential** | **Desirable** |
| **Experience** * Data entry experience is essential
* Confident learning and using systems
* Attention to detail and accuracy is essential
* Ability to multi-task and work to deadlines
* Be able to work without supervision
* Excellent working knowledge of Microsoft products
* Excellent communication skills
* Able to work with confidential data – good understanding of GDPR
 | **Experience*** Cascade HR system experience would be desirable

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