
Title: HR Administrator - Nordics

Location: London

Company Overview

People 2.0 (www.people20.com) offers global Employer of Record (EOR) and Agent of Record (AOR) services tailored to serve two distinct client channels: Market Makers in talent and Independent Contractors.

The “Market Makers in talent” channel is comprised of services that match supply and demand for talent and consists of four segments: staffing agencies, search and recruiting firms, mass talent procurement services and consulting/compliance/contracting organizations. By utilizing People 2.0, Market Makers gain the benefit of adding EOR and AOR deployment options to the talent placement services they provide.

Position Overview

The HR Administrator reports to the Contractor Care Team Lead and is responsible for the day-to-day operations and support of contingent and EOR workers across EMEA with a focus on delivering an excellent worker experience.

The Contractor Care Specialist is expected to be self-directed and client focused. The successful candidate will have experience working in a fast-paced environment, requiring great attention to detail. They will operate with integrity and be responsible for fostering good worker relations.

To be effective, the Contractor Care Specialist must be highly organized and detail oriented, with exceptional customer service skills, and able to effectively manage a heavy workload.

Primary Responsibilities

- Ensure that the quality of service and attention to detail is best-in-class.
- Directly responsible for overseeing worker communications
- Verification of New Hire Paperwork,
- Weekly check-ins with New Hires
- Work collaboratively with all departments
- Understand country specific legislation in terms of employment law advising on applicability of collective agreements and worker benefits where necessary
- Adhere to any country specific health & safety and occupational health requirements
- Manage timesheet and working time records
- Support with visa/work permit applications where permitted
- Answer day to day employee queries
- Build relationships with workers to aid in long term employment satisfaction.
- Create/End and Update assignments based on information received from Client Relations Representatives.
- Manage a workload that evolves around various topics within different country legislation.

Skills and Experience

- Experience in service industry; Staffing Services, Payroll Processing, or Human Resources operations experience is essential

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- Exceptional customer service skills and demeanor, along with the innovative ability to communicate.
- Strong verbal and written communication skills.
- A high level of attention to detail.
- Professional and engaging, with solid organizational and time management skills.
- Self-directed with the ability to keep up with a very fast-paced environment.

Education and Qualifications

- Minimum 2-3 years of professional experience.
- Certified Payroll Professional or HR Certification an advantage, but not essential.
- Fluent in English, & understanding of Norwegian, Danish and Swedish

Salary

- £35,000 PA