



## 6 Month HR & Payroll Administrator Internship

(SACHRo504)

### **PLEASE READ CAREFULLY BEFORE CONTINUING.**

ESPA or European Student Placement Agency is a recruitment agency whose goal is to find high quality internships for European students and recent graduates in the UK. We work closely with our host companies to ensure the positions provide the candidates with a great experience, both professional and personal.

**REQUIREMENTS:** ESPA vacancies are open to all EU passport holders able to travel to the UK for an educational work placement, without the need for visa documents. You have to still be a student or have graduated in the last 12 months. Any student who is unsure of their visa situation should check with their university before applying.

**BENEFITS:** All ESPA's services are **free** for students and alumni. The benefits are:

- 1) Paid Accommodation.
- 2) Paid Utility Bills (electricity, gas, water and council tax) + Internet Access
- 3) Commuter travel to work (accommodation will be found within an acceptable commuting distance from the workplace, if that requires more than a sensible walk then a bus/train ticket will be provided).

This will be sourced and managed on your behalf by ESPA. **These benefits have an approximate value of 700€-1000€ per month (depending on location).**

There is no salary over and above the benefits offered, unless specifically stated.

To know more, please visit: [www.espauk.com](http://www.espauk.com)

## The Host Company

The company is a Serviced Apartment provider, who opens the doors to 30,000 stylish, serviced apartments in over 220 destinations worldwide. The serviced apartments offer a spacious, great value alternative to a hotel. The company works with organizations, large and small, providing temporary housing and serviced apartments for business travelers, relocating executives and project groups.

Their head office is based in Bristol, but they also have offices across the UK, and Jersey.

## Role

The host company is looking for an enthusiastic candidate to start as soon as possible to support a friendly and hard-working **HR/Payroll Department**. The role will require to provide general administrative support to HR & Training Officer enabling HR to give a friendly, efficient and effective service and have all databases and systems relating to HR & Training updated and correct.

## Duration

6 months

## Location

Bristol, UK.

## Languages

High spoken and written English level (B2 onwards).

## Start date

As soon as possible

## Tasks

- Handle all aspects of new starter process:
  - Draft contracts & posting new starter packs out to new employees
  - Set new starters on People software & Payroll
  - Check their eligibility is recorded
  - Post Induction Folder to all new starters
- Updating People (HR Software):
  - Bonus info added on People after it has been paid
  - Working with the HR & Training Officer to ensure eligibility checks for all employees are in place
  - Add completed Training on People
- Payroll related duties:
  - Input information to payroll
  - Process payrolls according to provided schedules.
  - Providing excellent customer service for payroll related queries
  - Add starters/leavers/variations to the payroll
  - Post Pension letters
- Any other ad hoc admin as and when required

## Personal Skills

- Experience working in Payroll/HR function (essential)
- Experience managing/processing payroll (desirable)
- Possess strong administration experience - data inputting and processing
- Numeracy skills essential
- Excellent customer service skills and a strong customer focus in your approach to process and issue resolution
- Good attention to detail

## How to apply

**STEP 1)** Please, register with us at <http://www.espauk.com/students/register-with-us>

**STEP 2)** Please, send an email to [apply@espauk.com](mailto:apply@espauk.com) with the reference code **SACHRo504** attaching your CV as a pdf file. A cover letter is always helpful.

## Are you eligible?

ESPA vacancies are open to all EU passport holders able to travel to the UK for an educational work placement, without the need for visa documents.