



Job Description

極度乾燥(しなさい)
Superdry® Careers

European HR Administrator (German Speaking)

The Role

Working as part of the People Operations team, this role is pivotal in supporting and coordinating data for our International countries. You will be supporting key Superdry territories to ensure that the smooth running of a range of HR & Payroll data and ensuring all data is processed accurately and on time to meet payroll deadlines each month. The job is varied and covers all aspects of HR Administration from employee details, I to ensure that we hold correct data across a variety of systems. Working closely with third party payroll teams and the wider HR team you will be working within different geographical regions and have exposure to the employee lifecycle across multiple areas. You will be surrounded by a supportive and close-knit team, with lots of opportunity to develop your skills and progress a career in HR.

You will

- Be working within a shared service environment, managing a number of different inboxes to supporting teams on a daily basis
- Process all changes through the employee lifecycle across multiple locations, ensuring that paperwork is completed and sent out, systems are updated and changes are communicated to the relevant parties within deadlines.
- Have high attention to detail to ensure that when processing data across all HR Systems is accurate and with a right first time approach
- Work closely with Third Party Provider to communicate and collate payroll changes and ensure that data is processed and queries are answered all within the payroll calendars each month
- Manage Org Charts to ensure they always reflect accurate information, and use your initiative to flag errors and inconsistencies making sure that they can be used throughout the business at any time
- Be responsible for the maintenance of employee files, ensuring that documents are stored and named correctly and always accessible
- Complete processing for general benefits / maternity and paternity cases to ensure that data is updated with third party providers and all benefits are logged and first line queries are responded to
- Be responsible for running and sharing weekly reports to meet the needs of the business, including sharing probation end dates with line managers and chasing of Visa requirements.
- Support and administer across wider systems, including Workplace, Clothing Allowance, to ensure that people are set up correctly and any queries are dealt with
- Be the first point of contact to deal with initial ER queries and support our retail teams to resolve them, and escalating them as and when it is required
- Write 'how to' guides to ensure all our HR processes are documented and share ideas and make suggestions for improvements across all processes within the People Operations team
- Support the wider team with general administration and various HR projects to meet the needs of the business
- Support the translating of HR and legal documents
- Be a point of contact for in store queries in local language

You are

- Fluent in German, both written and spoken. Good working knowledge of another European language is desirable



Job Description

極度乾燥(しなさい)
Superdry®Careers

- A quick learner, absorbing and retaining new information
- Experienced in using Microsoft Office including Word, Excel, Outlook and PowerPoint
- Able to work at pace and manage a high volume of work, yet keep calm under pressure
- Organised and able to correctly prioritise your workload to meet tight deadlines
- Conscientious with meticulous attention for detail and a right first time attitude
- Curious and inquisitive to find out the how and why to any unfamiliar situations
- Able to take responsibility and ownership for your workload
- Proactive and able to use your own initiative
- Focused and able to concentrate in a fast paced and sometimes noisy environment
- Highly motivated and driven, with a strong desire to grow and improve to develop a career in HR
- Friendly and engaging with the ability to communicate confidently with managers and employees
- Able to understand the importance of data protection and confidentiality
- *A great communicator with ability to build relationships remotely*

Working for Superdry has never been so rewarding...

- Everyone receives a generous salary, pension contributions, life assurance
- 25 days holiday plus an extra day to celebrate your birthday
- Unrivalled range of Learning & Development programmes
- Eligibility to join our Share Save initiatives
- Amazing staff discount, 50% online and in store, plus an on-site staff shop and subsidised cafe
- A range of team and company-wide social events
- Discounted gym membership, cycle to work scheme, wellbeing services and much, much more