

GET READY FOR EVERYTHING.

SUPERDRY
®
冒險魂

PEOPLE ADMINISTRATOR CHELTENHAM

THE ROLE

This role is integral to the success of our International People Operations team. Working with a variety of systems you will manage the administration for the full people life cycle across various geographical regions; making sure the Payroll teams have all of the information they need to pay our people accurately and on time. You'll 'join the dots' with the activity you get involved in and understand the impact and importance of ensuring we hold the correct data in our systems at all times. Being the first line response to queries from our people, you will have the knowledge and enthusiasm to deal with anything that comes in and in a timely way. You'll be part of a busy, supportive team that works hard but has fun along the way, with lots of opportunity to develop your potential.

We're happy to talk flexible working and consider things like reduced/condensed hours and job shares to support you balancing work/home life. Talk to us about what you're looking for and we'll see what we can accommodate.

YOU WILL

People Lifecycle Administration

- Maintain our HRIS and process all changes through the people lifecycle – starters, movers, changes and leavers, across different geographical locations. Issuing paperwork, updating systems and communicating to relevant parties within agreed timeframes.
- Be conscious of all the payroll deadlines we are working to and ensure the UK payroll team and Third Party Provider are clear about any payroll changes they need to process
- Manage Family Leave cases (maternity, paternity, adoption, shared parental leave) for the UK; ensuring our people are well informed from start to finish and Payroll have all the information they need to pay correctly
- Handle the administration of UK and US People benefits; logging and updating data with third party providers
- Respond to reference requests for previous employees and tenancy agreements
- Produce and share weekly reports to meet the needs of the business, including sharing probation end dates with managers and chasing right to work requirements.
- Understand legislation connected the admin you do and ensuring we're compliant.

System and data management

- Maintain organisation structure charts in line with administration processing to ensure they always reflect accurate information and can be used throughout the business at any time.
- Support and administer our other People communication and resourcing systems ensuring people are set up correctly.

GET READY FOR EVERYTHING.

SUPERDRY
®
冒險魂

- Responsible for the maintenance of the electronic employee files in line with GDPR compliance, ensuring that documents are stored and named correctly and always accessible.
- Be a system expert in our HRIS and Self-Service system; ensuring absence records are managed correctly

First Response

- Provide great customer service to our people through answering the central People line, welcoming visitors and directing queries to the right place so they are resolved quickly.
- Be the first point of contact for International and UK Retail and Head Office teams; supporting them with initial 'employee relations' queries so they can resolve or escalate their issues.
- Ensure all queries sent to our People Operations inbox's are answered or escalated within agreed timeframes.
- Ensure our incoming post is actioned and/or redirected appropriately

Continuous improvement

- Maintain templates and 'how to' guides to ensure all our People processes are clear, efficient and up to date.
- Share ideas and make suggestions for improvements across all processes within the People Operations team
- Complete secondary audits of data within the HRIS system to support with data accuracy and internal/external audit requirements.
- Support the wider People team with general administration and various projects to meet the needs of the business.

YOU ARE

- Happy to use and quickly learn Microsoft Office – Teams, Word, Excel, Outlook and PowerPoint
- Capable of managing a high volume of work at pace - keeping calm under pressure and errors to a minimum
- Able to take responsibility and ownership for your workload – being proactive and confident to use your own initiative
- Organised and able to correctly prioritise your workload to meet tight deadlines
- Conscientious about getting the detail right first time
- Curious and inquisitive to find out the how and why behind the activity you're working on
- Friendly and engaging with the ability to communicate with managers and team members; whether that be by video, face to face, phone or email
- Able to understand the importance of data protection and confidentiality

GET READY FOR EVERYTHING.

SUPERDRY
®
冒險魂

WORKING FOR SUPERDRY HAS NEVER BEEN SO REWARDING..

- 25 days annual leave, plus bank holidays and an additional day off to celebrate your Birthday
- Family is massively important to us, so we have a broad range of family-friendly working policies in place, including enhanced maternity, paternity and adoption leave
- Company Pension scheme
- All employees are covered by our Life Assurance policy whilst working at Superdry. Whilst none of us like to think too much about what would happen if we were to die, we feel it's important to offer protection for your family and loved ones in such a situation and to support this we offer life assurance cover which pays a lump sum equivalent either twice or four times your annual salary
- A big staff discount – naturally. Because we know that you love to wear Superdry, you'll benefit from a 50% discount in store and online and our Head Office is home to our very own store for staff only where you can treat yourself to heavily discounted sample stock
- A health cash plan is open to all employees.
- Flexible working - to help you achieve that all-important work-life balance
- We want you to share in our success and so we have a choice of Share Save schemes you can opt into
- A global employee assistance plan in place that you can access anytime you want - it's free and confidential
- You'll also have access to a Cycle To Work Scheme and an excellent Car contract hire/purchase scheme along with a massive range of local discounts with businesses across Gloucestershire

At Superdry, everyone has a voice and we want to hear it. We create environments where individuality can flourish and is celebrated as part of who we are as a brand. We're incredibly proud that over 90% of our people feel strongly that they can be themselves when they are at work.

We want to meet people with varied backgrounds because we understand that diversity of thought encourages new ideas to thrive, fuelling creativity and enabling us to do better work. We want to build a team which represents a variety of backgrounds, styles, perspectives, and skills; we hire people based on their merit and potential.

Please also have a look at our [career website](#). Here you can find information about the Growing Futures Programme, a scheme that supports applicants from ethnic minority backgrounds to apply for roles at our HO in Cheltenham.