**The difference is you.** Because exceptional solutions require exceptional people. We are looking for a confident and well-organised individual to join our HR Department.

**HR Administrator**

Kärcher (U.K.) Ltd are looking for a **HR Administrator** to provide administrative support to the HR Department for the delivery of all HR services. The main responsibilities associated with the **HR Administrator** role will be to respond to HR administration queries in a timely and professional manner, prepare HR documentation required as a result of requests and in accordance with standard templates, provide help and guidance to managers/employees regarding the completion of HR administration forms, provide support to the HR Advisor in the recruitment process and to update internal records, including personnel files and HR policies/procedures.

We are looking for an individual who has a keen eye for detail; understands and values process and who has the ability to prioritise work to meet deadlines in a busy administrative environment. You must be able to demonstrate diplomacy, confidentiality and professionalism and that you are a team player. The **HR Administrator** will have a proactive approach to duties, continually looking at ways to improve administration processes for the department.

If you have excellent administration skills gained from experience in a similar role and are a confident communicator, being able to establish good working relationships with colleagues on all levels, we would love to hear from you! A working knowledge of HR systems (Success Factors/ADP) is desirable, although training will be given.

Kärcher (U.K.) Ltd are able to offer a competitive benefits package, career development and the Company will be relocating to brand new, purpose-built premises during 2016, within Banbury.

Please send your application, to include a CV and a covering letter, to [recruitment@karcher.co.uk](mailto:recruitment@karcher.co.uk) for the attention of Jo Wheeler, HR Advisor or call 01295 752162 for further details.