**Company Overview**

Xerox Corporation is a $22 billion leading global enterprise for business process and document management. Through its broad portfolio of technology and services, Xerox provides the essential back-office support that clears the way for clients to focus on what they do best: their real business. Headquartered in Norwalk, Conn., Xerox provides leading-edge document technology, services, software and genuine Xerox supplies for graphic communication and office printing environments of any size.

**We are looking for 18 HR Database Administrators to join our team.**

**The role**

One of our UK business units operates a Shared Service model to deliver high quality, professional and customer driven Human Capital (HC) to the UK firm (c15000 employees).

Within this model HC Customer Service undertakes a variety of HC transactional processes to agreed Service Level Agreements to support the strategic needs of the business. This role offers the opportunity to work within a team, on a variety of administrative areas and would be an excellent opportunity for personal development.

Our  department will have 5 teams whose activity will gravitate around

* **Life Events**
* **GM**
* **Leavers**
* **Holiday**
* **Absence Administration**

**Life Events**

\* Managing employee Maternity and Paternity records data base

\* Flexible working contacts (Full time/ Part Time)

\* Information Choices if an employee has a life style change

\* Working with payroll to ensure that employees receive the correct payment

**GM**

 \* Responsible for maintaining and managing an employee’s global mobility records (Transfers)

\* Ensuring that transfer letters are sent and approvals are obtained from managers

\* Updating the employees Orbit records to show the effective transfer information

**Leavers**

\* Managing the leavers database

\* Updating the system once an employee has terminated

\* Informing payroll regarding any payments or deductions that need to be made

\* Speaking with HR and People managers to ensure employee has returned all the client’s property

**Holiday**

\* Responsible for maintaining and managing the client’s employee holiday records

\* Carrying out holiday adjustments should an employee need to have days added or removed

\* Working with the Choices team to ensure that employees have a maximum of 30 days

\* Working with payroll and leaver team when an employee leaves, to ensure they are paid for any untaken holidays

**Absence Admin**

\* Responsible for maintaining and managing the client’s employee absence records

\* Absence administration is different to holidays

\* Contacting HR Managers regarding an employee’s long term sick leave

\* Working with payroll to ensure that the employee sick/ special pay is correct

Our future colleague should have relevant experience on an administrative role, preferably in the HR field.

The following skills are required for this role:

* An advanced level of English
* Intermediate experience in Microsoft Office Suite especially EXCEL
* Effective customer service skills i.e. follow up on requests with internal and external clients
* Strong attention to detail

If you are up for the challenge and excited by what you have read then apply now! Please drop your **resume in English**with the title **“HR Database Administrator application”**

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