

**An exciting opportunity to join a growing organisation within
the Healthcare Industry!**

WORKFORCE MANAGEMENT ADMINISTRATOR VACANCY

Based in Derby

Full Time

Up to £18,000 pa

Are you eager to develop your HR and Organisational Development career? Do you have a passion for great customer service? Would you like to work in a challenging, fast paced healthcare business? If so, Totally PLC are looking for a Workforce Management Administrator to join their HR and Organisational Development team based in Derby.

Working alongside the Head of Workforce Management and HR / OD teams, you will provide administrative and secretarial support, ensuring that documentation is maintained in line with changes, communication with staff and our various stakeholders is carried out effectively. The post-holder will run, extract and format a suite of regular workforce reports for use within the department and the wider organisation, and assist in maintaining high quality and accurate workforce information by liaising with relevant teams to ensure this is achieved in a timely manner. In addition the role will be required to produce data quality reports and support other team members with ad hoc requests and analysis.

You must have prior experience of working in a busy administrative environment team with a proven track record of using databases to input, maintain and report on personal information, delivering high standards of customer service and minute taking at formal meetings.

Your role will be varied therefore you must be proactive, incredibly organised and confident to deliver your workload in a fast-paced environment whilst consistently delivering excellent levels of customer service. Knowledge of Data Protection and GDPR principles is required.



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Interviews will be held on 5th March 2019

We encourage you to apply as soon as possible, as once sufficient applications have been received, we may choose to close the advert early.

For further information about this role or to apply, please visit our website:
www.totallyplc.com/about-us/careers/

Or contact us on 0300 013 4885 or at recruitment@totallyrecruit.com



@TotallyPlc

Closing Date: 3rd March 2019