



Creating great homes together

Role Profile

Position

People Services Administrator

Reporting to

What you can expect

We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.

- A fast paced, adaptable and collaborative environment.
- The ability to support Magna's future direction.
- Development of your skills and knowledge within a supportive team.
- Opportunities to help deliver valued differences to colleagues.
- A competitive set of terms & conditions.
- Agile working with flexibility to suit personal & business needs.
- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

What you are known for

- Delivering a great service to potential & existing colleagues.
- Maintaining the People system to ensure it holds correct & relevant information for colleagues, managers & the People team.
- Great attention to detail to get things right, first time.
- Producing positive outcomes whilst managing conflicting priorities.
- Seeking continuous improvement and finding better ways to do things.

What you take care of

- Colleague life-cycle administration work.
- Creating, inputting and maintaining data in our People system.
- Supporting the People team on a wide range of People issues as the first point of contact all for all incoming queries.
- Ensuring your work is compliant with Magna's policies, procedures & processes, as well as legislation and best practice.

What you need to be successful

- Effective administrative & organisational skills.
- Experience of working in a People team handling confidential information.
- Ability to use Microsoft Office applications.
- Track record of providing great customer service.
- Experience of using People/Payroll/HR software, preferably Cascade.
- Ability to produce accurate results to meet deadlines.
- Works well under pressure while managing multiple priorities.
- Ability to see how things can be done differently.

Qualifications required

Applicants with transferrable skills are encouraged to apply.