

HRMS Administrative Officer

Starting Date: June – July 2024

Contract type: Full-time, Permanent

Salary: 31,950 GBP commensurate with relevant experience and skills

Location: London (UK)

Application closing date: 21.05.2024

About the Job

We are seeking a dedicated and technically proficient HRMS Administrative Officer to oversee the management and optimisation of our newly launched Human Resources Management System (HRMS). This individual will serve as the primary point of contact for all systems-related inquiries and will play a key role in ensuring the smooth operation and utilisation of our HRMS across the organisation.

Your role and responsibilities

We are seeking a motivated HRMS Administrative Officer to join our team.

You will report to the Senior People & Culture Coordinator – Policies & Projects, and be a part of the Global People & Culture Team.

In this role, you will:

- Act as the primary liaison between our organisation and the HRMS provider (Rippling), managing all communications and troubleshooting technical issues.
- Assist in the implementation of new modules or updates within the HRMS, ensuring seamless integration and functionality.
- Address and resolve staff inquiries related to the HRMS, providing timely and accurate support and guidance.
- Take the lead in data processing and management within the HRMS, ensuring employee records are accurate, up to date, and compliant with relevant regulations.
- Manage digital filing processes, ensuring documents are organised, stored securely, and accessible as needed.
- Collaborate with the HRMS provider to identify and resolve system issues promptly, ensuring continuous system performance and uptime.
- Maintain a deep understanding of HRMS functionalities and capabilities, providing expertise and guidance to internal stakeholders.

- Assist the People & Culture team by conducting regular audits of HRMS data to ensure accuracy and integrity.
- Assist in the development and delivery of training materials for staff on HRMS functionalities.

We are looking for someone who has

the following skills, knowledge, and experience:

Essential

- Experience in Human Resources, Information Technology, Business Administration, or a related field.
- Proven experience (2+ years) in HRMS administration or a similar technical support role, preferably with Rippling or a comparable HRMS.
- Strong technical aptitude and proficiency in utilising HRMS systems and related software.
- Excellent problem-solving skills with the ability to troubleshoot and resolve complex technical issues.
- Detail-oriented with a focus on data accuracy and compliance.
- Effective communicator with the ability to convey technical information clearly and concisely to non-technical audiences.
- Ability to work independently, prioritise tasks, and manage time efficiently.

Desirable

- Bachelor's degree in Human Resources, Information Technology, Business Administration, or a related field.
- Experience in project management or system implementation is a plus.

What we offer

- Competitive salary
- Hybrid working – One/Two days per week in the London Office (Canary Wharf)
- The opportunity to work from anywhere in the world for up to one month per year
- Flexible working, with core hours from 10 am to 4 pm local time
- Continuous learning and development
- Pension scheme
- 25 days paid annual leave, plus 8-9 Bank Holidays and a further 3 days off over Christmas
- Enhanced parental benefits
- A warm, positive working environment where everyone is valued
- The opportunity to make your mark and make a difference.

Working arrangements

The position is full-time (40 hours per week) and will be based in London, although other established locations may be considered for the right candidate. Domestic and international travel will play an important part of the role. Applicants must be currently authorised to work in desired location without the need for visa sponsorship now or in the future.

Apply now

Send us your CV (two pages maximum) and a brief cover letter (one-page maximum) by or before **21.05.2024** via [this form](#).

In your cover letter, please include an explanation of why your experience is specifically relevant to this role at Better Cotton. We want to see your personal style – what makes you tick and why you think your next opportunity is here with us.

Our hiring process

Initial Screening:

If you are selected, you will be contacted for an initial screening, which may involve a brief phone interview or video call. The purpose is to learn more about you, confirm basic qualifications, and discuss the role and organisation.

Interviews:

If you are confirmed after the initial screening, you will be invited for interviews. The interview process at Better Cotton may include one or more rounds of interviews with various stakeholders, such as the hiring manager, team members, and potentially senior management.

Assessment and Testing:

Depending on the role, you might be required to complete assessments, technical tests, or skills evaluations to gauge your competency and suitability for the position.

Reference Checks:

Once you progress further in the process, reference checks are conducted to validate your work history, skills, and qualifications, and for some roles, your education and criminal history.

Offer stage:

After completing interviews, assessments, and reference checks, the hiring team evaluates your performance and fit for the role. If you are selected and your references are relevant and satisfactory, you will receive a formal job offer letter outlining the terms of employment, compensation, benefits, and any other relevant details.

About Better Cotton

Better Cotton is the world's largest cotton sustainability programme. Our 200+ colleagues of 37+ nationalities are united by a shared passion and commitment to achieving the Better Cotton mission: to help cotton communities survive and thrive, while protecting and restoring the environment. Through our network of field-level partners a quarter of the world's cotton is now grown under the Better Cotton Standard. We have united the industry's stakeholders behind our efforts, from ginners and spinners to brand owners, civil society organisations and governments. Everyone who cares about cotton and its sustainable future can now be part of something better.

About our Values

The post holder will be expected to operate in line with our workplace values which are:

- **Trustworthy** (including honest, transparent, credible)
- As having **Integrity** (including responsible, authentic)
- **Positive** (including problem-solving, pragmatic)
- **Engaging** (including adaptable, inclusive, holistic)
- **Daring** (including courageous, innovative, game-changing)

Being you @ Better Cotton

Better Cotton is committed to creating a diverse environment and is proud to be an equal opportunity employer with a strong commitment to good practice and transparency in the management of natural, human, and financial resources.

We have a zero-tolerance approach to any attitudes or behaviours that put children or adults at risk of harm. Safeguarding incidents are acts of serious misconduct and are grounds for disciplinary action, up to and including, dismissal and referral to relevant authorities for criminal prosecution. Therefore, all offers of employment are subject to satisfactory references and appropriate screening checks.