

Company: **InterContinental Hotels Group**

Expires on 27 Nov 2010

Location: **United Kingdom**  
Job category: **Human Resources**

## HR Shared Services Associate

### Job Description:

Do you see yourself as a Human Resources Shared Services (HRSS) Associate?

What's your passion? Whether you're into tennis, shopping or karaoke, at IHG we're interested in YOU. At IHG we employ people who apply the same amount of care and passion to their jobs as they do their hobbies - people who put our guests at the heart of everything they do. And we're looking for more people like this to join our friendly and professional team.

As a HR Shared Services Associate you would be responsible for processing HR Shared Service (HRSS) transactions in accordance with defined Service Level Agreements guided by appropriate financial & human resources policies and procedures for assigned area. Provide client support on HRSS transactions within the HR systems, payroll, taxation or functional area designated. Ensure that all data entered and maintained in HR, payroll or benefits systems is to the highest integrity through regular audit and feedback coaching to end-users. Contribute to the continuous improvement of processes to maximize efficiencies and eliminate redundancies. Track and report defined Service Level Agreement requirements and metrics.

Skills, qualifications and experience required for the role would include:

- Knowledge of HR systems would be an advantage
- Payroll systems and processes
- Accurate data entry
- Microsoft Word & Excel
- Report writing or query writing knowledge
- Analytical and problem solving skills
- Formal payroll qualification or equivalent experience
- High School Diploma and some basic HR qualification (or studying for such qualification)
- Bachelors degree in a relevant discipline would be an advantage
- 2 or 3 years in Human Resources or Payroll environment
- Exposure and Knowledge in Payroll and Finance

In return we'll give you a competitive financial and benefits package which can include healthcare support, pension scheme and fitness club membership. a matching 401 (k) plan (US Only). Hotel discounts worldwide are available as well as access to a wide variety of discount schemes and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

So what's your passion? Please get in touch and tell us how you could bring your individual skills to IHG

Type of job:           Entry-level job  
**Required languages:**       English (fluent)

**Open to these  
areas of study:**

Accountancy, Anthropology, Area - Ethnic - and Cultural Studies, Banking, Business Studies, Development Studies, Economics, European Studies, Financial Management, Hospitality - Catering/Hotel Management, Industrial Relations and Personnel Management, International Relations, Management Science, Marketing and Sales Management, Political Science, Psychology and Behavioural Sciences, Secretarial Studies, Social Sciences, Social Work, Sociology, Tourism

Job open to: Graduates

Job Starts on: Not specified

Job Ends on: Not specified

Apply: [www.iagora.com/unijob/42189](http://www.iagora.com/unijob/42189)



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