

HR Administrator / HR Advisor

Human Resources



City: Birmingham

Job-ID: 10135

A wide range of duties for you

As a key member of our UK HR team in Birmingham, you will support a wide range of HR functions in close collaboration with our local HR Business Partner and central HR department in Germany.

Your responsibilities will include:

- // Serve as an HR contact for managers and employees in the UK, ensuring alignment with the local HR Business Partner and GOLDBECK standards
- // Support payroll and HR administration, including contract management, changes, and monthly payroll coordination
- // Manage HR systems and data, ensuring accuracy in employee records, digital personnel files, and reporting tools
- // Coordinate end-to-end recruitment processes, including job postings, applicant tracking, and onboarding.
- // Drive employee lifecycle processes, such as onboarding, probation, absence tracking, and offboarding
- // Ensure compliance and process excellence, supporting HR audits, policy updates, and continuous improvement projects
- // Contribute to local and global HR projects (e.g. Retention & Health, Employer Branding etc.) and also dealing with daily queries from colleagues and managers

About GOLDBECK

GOLDBECK realizes forward-thinking real estate projects in Europe. We see buildings as products and offer all services under one roof: from design and construction to operational services. Our family-owned company currently employs over 12,000 employees at more than 100 locations, with a total turnover exceeding 6 billion euros. Our commitment to "building excellence" stands for top performance in planning, construction, and operation, as well as the development of our talents – all while ensuring future viability.

We offer our customers energy-efficient turnkey construction solutions from a single source.

Your individual profile

- // Preferably an academic degree in Business Administration, Psychology (with HR focus) or a related field; CIPD qualified (or equivalent qualification) would be a plus
- // Previous experience as HR Assistant, HR Coordinator or HR Administrator, ideally in an international environment
- // Solid knowledge of UK employment law, payroll processes, HR best practices, and hands-on experience in recruitment, onboarding, and employee support
- // Strong organizational and multitasking skills with a proactive, detail-oriented, and independent work style
- // Very good communication and interpersonal skills, confident in working with stakeholders at all levels and a true team player
- // High IT proficiency, especially in Microsoft Office and HRIS systems (e.g. Workday)
- // Strong experience handling sensitive data with discretion

Would you like to join our team? We look forward to welcoming you to our team!

Quite interesting?

Then please complete your application online specifying the job-ID on www.goldbeck.co.uk

GOLDBECK Construction Ltd.
Eagle 2
Hatchford Brook | Coventry Road
BIRMINGHAM | B26 3RZ
UNITED KINGDOM
Fon +44 121 74127 99