



VACANCY ADVERTISEMENT

HR Advisor - 10 months FTC

Maternity leave cover role, initially for a period of 10 months but with the possibility of extending/becoming permanent for the right candidate. Reporting to the Managing Director, the successful candidate will be responsible for providing comprehensive support to the business in a standalone, generalist HR role.

Key responsibilities will include: -

- First point of contact for HR, training and payroll related queries.
- Providing commercially focused and timely response to all HR queries, through to completion, ensuring they are compliant to legislation and in line with all HR policies/procedures and business values.
- Co-ordinate ER matters including providing advice to line managers on Company policies/procedures and in respect of disciplinary & grievance matters, long term absence & performance management.
- Liaising with our external payroll & benefits providers on a regular basis
- Assisting with site communications via staff noticeboards, newsletters and email
- Responsible for the end to end recruitment process across site (direct recruitment), managing speculative applicants
- Responsible for all HR related administration

Ideally, the successful candidate would possess the following attributes: -

- Solid communication skills, both written and verbal
- Computer literate, experience using Microsoft Word, Excel & PowerPoint is essential.
- Experience using ADP Time & Attendance system preferred but not essential.
- Experience in a similar role within a Manufacturing/FMCG environment is essential
- Ideally educated to CIPD level 5 or working towards this qualification
- Sound knowledge of HR best practice, and up to date knowledge of UK employment law
- Comfortable working on own initiative, with the ability to prioritise workload effectively
- The ability to manage relationships, influence at a variety of levels throughout the business and work with a wide range of people
- Flexible “can do” attitude with tenacity to follow up and resolve outstanding actions.

Hours: 37 hours per week, office hours.

Closing date for applications: 26th April 2019