

Post title	HR Administrative Associate.
Division	Human Resources
Reporting to	Divisional Human Resource Manager & Human Resources Advisor

Post Definition/Purpose
<p>The post holder is responsible for working to strict deadlines to support the Human Resource Department to achieve daily requirements and to achieve set department KPI's.</p>
Key Responsibilities
<ul style="list-style-type: none"> • Promote a culture of working safely by always working in a safe manner complying with company Health & Safety and environmental standards. • Actively participate in training and development activities identified for either personal and/or team development advancement. • Arranging and carrying out interviews. • To be prepared to undertake and support other reasonable requests made by the company. • To provide a helpful and professional service to all customers and suppliers that visit G-TEM in person or over the telephone. • To file all HR documentation in the correct personnel files. • Administration support to main office including – stationary orders, archive filing and logging, control and log all internal forms. • Taking minutes when required. • Provide lunch and refreshments for company visits where required. • To deliver the Company induction to new starters and make sure relevant documentation is completed. • To support the Human Resource Advisor and Divisional Human Resource Manager with various tasks or projects. • Contacting employees when required in line with the Company absence management policy and issuing of the daily absence report. • Data inputting onto Crown System i.e. new starter documentation including right to work/ change of details / disciplinary data / other • Scheduling Health Surveillance appointments • Control and maintaining employee locker system • Liaising with the Payroll department with regards to new starter dates / MED3 dates / other. • To support the HR Team regarding achieving the HR KPI's.
Skills & Abilities

- Previous busy factory/manufacturing experience is desirable.
- Ability to read and follow written and verbal instructions and complete required HR paperwork.
- Ability to problem solve.
- Experience in confidentiality is essential.
- Excellent literacy and numeracy.
- Knowledge of Time and attendance systems – Crown an advantage.
- Excellent knowledge of word, excel and outlook email.
- Good telephone manner.
- Customer service skills.
- Must be approachable and flexible.
- Must be able to complete overtime when required due to business needs.

Qualifications & Experience

- Experience of working to deadlines and targets.
- Previous experience in Automotive Manufacturing would be advantageous.
- Must have an excellent time and attendance record.
- Experience in other administration roles an advantage.
- Must be able to drive and have own transport.
- Must be PC literate.
- CIPD Level 3 in Human Resources desirable.

Package

- 25 days holiday (mostly fixed with plant shutdowns) + 8 Bank holidays.
- 37.5-hour week working Monday to Friday.
- Competitive salary.
- Fixed term contract potentially leading to permanent.
- Paid Overtime (up to 1.5 hours compulsory overtime per day depending on business need) as agreed by the Divisional Human Resource Manager.
- Workwear provided.
- Training & Development plan.
- Potential for advancement in the Company.
- Working a day shift pattern rota.

DAYS – 08:00am – 16:30pm – Monday to Thursday

08:00am – 15:30pm - Friday