

Post title	HR Administrative Associate.
Division	Human Resources
Reporting to	Divisional Human Resource Manager /HR 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. • Arranging and carrying out interviews in line with business needs. • To be prepared to undertake and support other reasonable requests made by the company. • To provide a helpful and professional service to all departmental 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 Divisional Human Resource Manager/Human Resource Advisor 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 etc. • Scheduling Health Surveillance appointments • Control and maintaining employee locker system • Liaising with the Payroll department with regards to new starter dates / MED3 dates / other.
Skills & Abilities
<ul style="list-style-type: none"> • 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 (GDPR). • 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 a fast-paced Manufacturing environment 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.

Package

- 25 days holiday (mostly fixed with plant shutdowns) + 8 Bank holidays.
- 37.5-hour week working Monday to Friday.
- £12.21 per hour.
- Paid Overtime (up to 1.5 hours compulsory overtime per day depending on business need) as agreed by the Divisional Human Resource Manager.
- Fixed term contract potentially leading to permanent.
- Workwear provided.
- Human Resources 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

To apply please visit www.g-tem.co.uk