HR Administrator

The HR Administrator will play a key part in ensuring a smooth and professional HR function, supporting both day-to-day operational requirements and longer-term people initiatives.

This role will support our two plants onsite in our head office in Brockworth Gloucester. This role would suit someone who is comfortable working in a fast-paced HR department, with strong organisational skills and the ability to manage competing priorities.

Role Responsibilities

- Providing administration support across the full employee life cycle. Completing administration for new starters, leavers, inductions and off boarding.
- Respond to daily queries from employees and managers in person and through HR email inbox
- Recruitment and screening for production roles including ensuring compliance with right to work checks
- Absence monitoring includes management of everyday sickness absence notifications and relevant documentation.
- Provide timely information to payroll, maintaining data accuracy and compliance across systems and shared inbox
- Identifying and implementing system and process improvements and contribute to weekly meetings.
- Supporting Assistant Manager with compliance and ad hoc HR projects including community engagement activities
- Arranging occupational health for new starters
- Updating and maintaining HR system

Qualifications and experience

- Experience as an administrator working within manufacturing industry (desirable)
- Level 3 CIPD (desirable)
- Basic awareness of employment law
- Must have strong communication, interpersonal skills and time management
- A high level of accuracy and attention to detail.
- Possess a high level of integrity and confidentiality
- Resilient under pressure

Hours

- Hours – 37.5 hours per week (Onsite) Mon-Fri
- Paid overtime as agreed by manager
- 25 days holiday
- Potential for Advancement