Human Resource Advisor

Overall purpose of the role

- To provide professional HR generalist support and advice to Management, supervisors and employees of GTEM Limited in a range of Human Resource Issues.

Role Responsibilities

- To lead by example, acting in a professional, approachable manner and providing support to stakeholders with respect to Human Resource issues.
- To provide consistent, fair and legal information and advice to Managers and employees on the full range of HR issues e.g. recruitment, disciplinary, absence management, performance management, grievance, maternity and paternity leave and to maintain and manage HR records and data. Undertake HR audits to ensure compliance.
- To support the recruitment process for Production, Technical and Apprentice recruitment from the vacancy being identified through to interviews, including practical and testing.
- Dealing with offer letters and contracts of employment via Adobe. To undertake HR associated paperwork, filing and administration and ensuring compliance with Right to works.
- To undertake and oversee project related work, ensuring completion to deadlines.
- To exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information in line with GDPR legislation.
- Provide timely information to payroll
- To be prepared to undertake and support other reasonable requests made by the HR Assistant Manager.

Skills & Abilities

- Work in collaborative manner with the ability to develop effective relationships with colleagues at all levels across the organisation.
- Good understanding of HR best practice.
- Achieve results by being driven and work on own initiative and prioritise own workload.
- Ability to show resilience under pressure
- Excellent written and verbal communication skills.
- Possess a high level of integrity & confidentiality.
- Confident, diplomatic with a keen attention to detail.
- Show empathy through active listing.
- Ability to work with a hands on approach.
- Results orientated and organised with the ability to plan, deliver against deadline and motivate others.

Qualifications & Experience

- CIPD Qualified level 3/5
- 3 years Previous HR experience within a fast-paced manufacturing environment or previous experience in an advisor capacity
- Experience of working with HR systems, Crown would be an advantage.
- Good knowledge of the principles of employment law.

Package

- Competitive Salary
- Paid Overtime as agreed with Human Resources Assistant Manager
- 25 days holiday per annum + 8 bank holidays
- 37.5 hour week
- Work wear provided
- Potential for advancement in Company

Hours

Monday to Thursday 08.00am to 16.30pm

Friday 08.00am to 15.30pm

G-TEM

Award-winning, world-class manufacturer of automotive body in white components