

# HR & Technical Administrator

Freshview Foods Ltd are looking to recruit an experienced HR & Technical Administrator to join us in our exciting growing company!

**Purpose of the Position:**

To ensure the smooth and efficient running of the administrative function of the HR & Technical Departments.

**Key Activities & Responsibilities:**

- Preparing and issuing Contracts of Employment.
- Ensure personnel documents are filed correctly and maintained in order
- To assist the recruitment process; arranging interviews, completing reference checks
- Managing and updating Kelio system, ensuring employee details are up to date
- Arranging staff training as and when needed and ensuring employee training records are kept up to date
- Providing monthly reports on departmental sickness absence
- Accurate minute taking and typing minutes up
- Assist with all areas of the recruitment process
- Preparing Disciplinary, Sickness Absence and Performance Paperwork
- Ensuring paperwork is compliant with BRC standards
- Preparing internal audits
- Liaising with lab testing provider to book and arrange collection for required monthly testing
- Sending relevant paperwork to suppliers for supplier approval procedure
- Liaising with external food safety consultant if and when required
- Ensuring relevant paperwork is prepared for any scheduled meetings
- Maintain Technical filing system

**Key Attributes:**

- Previous experience in an administration role
- Self motivated and able to work using own initiative
- Experience in Microsoft office (word, excel, publisher, powerpoint)
- Strong communication and people skills
- Ability to treat all matters with the confidentiality
- Have excellent organisational skills

**Desirable Attributes:**

- Previous experience in a HR or Technical role
- Knowledge of employment law practises
- Knowledge of Food Safety and Quality Assurance systems

**Working hours:**

40 hours per week

**Rate of pay:**

Dependant on experience

**Location:** Stoke-on-Trent

**Telephone:** 01782 717806

**To apply:**

Please apply in writing with an up to date CV for the attention of Nicola Lessiter to [recruitment@freshviewfoods.co.uk](mailto:recruitment@freshviewfoods.co.uk)