

HR & Technical Administrator

Freshview Foods Ltd are looking to recruit an experienced multi skilled Operation 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