

HR Advisor

Purpose of the Position:

The HR Advisor will assist in providing a comprehensive professional Human Resource advice and support service to the business in a exciting growing organisation.

The HR Advisor will ensure business values and goals are achieved with a 'Care in all we do attitude' whilst increasing employee engagement across all levels at various sites within the business.

Key Activities & Responsibilities:

- Provide employment law and best practice advice to the management team on a daily basis, escalating where required.
- Assist in Managing an employee relations caseload efficiently and effectively, maintaining consistency across the site.
- Provide a professional service to all employees, customer, the public and external organisations.
- Monitoring of sickness reporting, taking action where required
- Preparing and issuing Contracts of Employment.
- Collate management reports as required.
- Action queries, providing timely and professional assistance.
- Provide an efficient administrative support to the Human Resources Manager.
- Provide accurate and current Human Resources data weekly/monthly to facilitate key HR decision-making.
- Active involvement in supporting the engagement and wellbeing strategy across the site.
- Ensure personnel documents are filed correctly and maintained in order
- To assist the recruitment process; advertising job vacancies internally and externally, arrange interviews, complete reference checks, prepare job offer letters.
- Managing and updating our HR 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
- Effectively communicating any new or updated policies or procedures to employees and heads of departments
- Providing monthly reports on departmental sickness absence
- Preparing Disciplinary, Sickness Absence and Performance Paperwork.

Key Attributes:

- Highly organised
- Attention to detail
- Strong understanding of, and adherence to, confidentiality
- IT literate and proficient in Microsoft Outlook, Word & Excel
- Experience of using a HR data management system
- Experience of handling HR data and reporting
- Excellent written and verbal skills
- Adaptable, flexible, and able to multitask efficiently
- Ability to work well within a team and independently

Desirable Attributes:

- Previous experience in a HR Advisor/Officer role
- CIPD Level 3
- Knowledge of employment law practises

Salary: Dependent on experience

Working hours: Full time position Monday-Friday

To apply:

Please apply in writing with an up to date
CV to recruitment@freshviewfoods.co.uk