

Human Resources Generalist (12 Month Fixed Term Contract)

Position Summary:

The HR Generalist will be a key asset in supporting the HR department in key activities such as Employee Administration, Compensation & Benefits, Employee Relations, Recruitment and Selection and HR System Maintenance. Previous experience and an ability to adapt quickly is essential.

Duties & Responsibilities:

- Management of the recruitment process attracting high calibre talent, co-ordinating recruitment and issuing and updating terms and conditions of employment.
- Recruitment – advertising vacancies, setting up interviews, conducting interviews, offering positions and preparing contracts.
- Co-ordinating the Induction and on-boarding process for new employees.
- Working to ensure all recruitment, succession plans and the development of top talent are supported.
- A point of contact for People Managers to provide information on employee relations matters including contract entitlements, disciplinary issues, grievances advice etc.
- Ensure all Employee files are maintained as per the Company policies.
- Ensure that administration records are updated and completed to meet department and business needs.
- Maintain TMS T&A System including providing reports and analysis on monthly and ad hoc basis.
- Prepare information, reports and metrics as required
- Manage defined HR related projects and other ad hoc duties as required.
- Supervision of disciplinary processes including investigating incidents, chairing meetings, issuing documentation and offering advice to People Managers.
- Involvement in the design and organisation of engaging team events throughout the year.
- Assist in sustaining a positive work environment by developing trusting relationships with employees and Managers / Supervisors.
- To take on other duties which the Company may assign you from time to time. These 'other duties' will be agreed with Management prior to any assignment.

Requirements:

- A 3rd Level degree qualification (level 8) in HR or equivalent is required. CIPD membership preferable
- 1-2 years' experience of working in a HR Generalist Role.
- Ability to work individually or as part of a team and provide ideas and suggestions to HR needs.
- Excellent communication and interpersonal skills, ability to interact and deal with people at all levels of the Company and third parties.
- High level of PC skills required. The successful candidate must be proficient with Microsoft Word, Excel and PowerPoint packages.
- Be a self-starter who is motivated and capable of working on own initiative.
- Trustworthy with confidential company and employee information.
- Have a good understanding and knowledge of HR systems and processes.