

## JOB VACANCY - HR ASSISTANT

We are looking to recruit a highly organised and professional HR Assistant to join our fast growing and innovative company within the recycling industry. The HR Assistant's role is to provide HR support and advice to all areas of the business in line with the organisation's policies and procedures, ensuring that the HR function runs smoothly and effectively in line with the HR strategy and relevance legislation.

**Location:** Trafford Park (base), Salford and Manchester Airport as required.

**Working hours:** 37.5 hours per week, Monday to Friday, 08:00 - 16:00.

**Salary:** £20,000 - £22,000 p.a.      **Job type:** Permanent

### Principal duties:

- Responsibility for recruitment across the organisation including writing and advertising roles both internally and externally, reviewing CVs and arranging interviews
- Accurately preparing Offer letters and Contracts of Employment for new employees
- Carrying out HR inductions for all new employees ensuring all documentation is completed accurately
- Ensuring employees' training certificates/qualifications are obtained and kept on record
- Accurately preparing contract amendment letters
- Preparing clocking in cards for all new employees / prepare replacement cards for existing employees when required
- Arranging employee line manager reviews
- Disciplinary hearings – carrying out investigations, accurately preparing paperwork and attending hearings when required
- Monitoring sickness absence
- Arranging and conducting Exit Interviews
- Assisting with monthly payroll
- Administering salary sacrifice schemes
- Arranging Occupational Health assessments/annual surveillance
- Monitoring of HR email inbox
- Events organisation
- To work in line with the company mission, vision and values

### Knowledge and experience:

- 2 years + experience of working in a production/consultancy/engineering environment
- CIPD qualified / part qualified – desirable
- Awareness of employment law and up to date knowledge of changes in legislation
- Excellent organisation skills
- Positive, can-do attitude and self-motivated
- Full clean driving license
- Problem solving and analysis skills
- Excellent interpersonal skills – ability to establish strong working relationships with employees at all levels
- Good oral and written communication

### Applications:

Please email your covering letter and CV to [jobs@axionrecycling.com](mailto:jobs@axionrecycling.com)

Alternatively please post your covering letter and CV to: Jane Bennett, Axion Recycling Limited, Tenax Road, Trafford Park, Manchester M17 1JT

**Closing date: Friday 18th October 2019**

**No agencies please**