

JOB VACANCY - HR BUSINESS PARTNER (MATERNITY COVER)

We have an exciting opportunity for a proactive and highly organised HR Business Partner to join our fast growing and innovative company. The HR Business Partner is responsible for all HR and training at Axion and providing business support services including payroll and pensions. This is an ideal opportunity for an experienced HR Advisor/Business Partner who is looking to gain and develop their HR experience in a fast paced environment.

Location: Trafford Park (base), travel to other sites as required.

Working hours: 37.5 hours per week, Monday to Friday, 08:30 - 16:30.

Job type: 12 months full time contract - maternity cover

Main duties:

- Responsibility for managing the full employee lifecycle
- Supporting and coaching line managers and the senior management team to address performance, conduct and absence concerns in line with company policies
- Supporting and advising on employee relations matters including all disciplinaries and grievances
- Responsible for all employee training and development within the Company
- Responsible for the Company payroll - coordinating and uploading the payroll each month to the external payroll provider; dealing with queries; submitting P11D returns
- Responsible for co-ordinating the Company pension scheme
- Responsible for all Company recruitment
- Responsible for the HR processes, policies and procedures, ensuring that they are legally compliant

Knowledge and experience:

- At least 2 years' experience of working in a senior HR position
- CIPD level 5 qualification
- Up to date knowledge of employment law and changes in legislation
- Excellent organisation skills
- Positive, can-do attitude and self-motivated
- Excellent communication skills – ability to establish strong working relationships with employees at all levels
- Good experience of Microsoft Office in particular Word and Excel
- Full clean driving license
- Ability to work well under pressure
- Ability to analyse data and problem solve

Applications:

Please email your covering letter and CV to jobs@axionrecycling.com

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

Closing date: Friday 25th February 2022 at 17:00

No agencies please