

Human Resource Management (Industrial Placement)

Team:	Human Resources
Working to:	Head of HR
Working with:	HR & Training Coordinator & all Bloc Teams

What does this role contribute to the Company?

To provide high quality administrative support to a busy HR environment

What we'll ask of you:

- Responsible for recruitment administration to include advertising jobs, liaising with recruitment agencies, monitoring and all paperwork associated with these processes, Eligibility to work, references
- Organising and issuing induction paperwork to new starts
- Ensuring accuracy of hours worked for agency staff
- Responsible for management of uniform
- Absence and holiday management
- Management of all HR systems ensuring these are correct and up to date
- Support in organising Employee Engagement and Health & Wellbeing initiatives e.g., Charity events, teambuilding, etc.
- Supporting line managers and employees of HR policies and process
- Update marketing team with HR Social Media content and Employee Engagement information
- Provide support and guidance to Line managers on HR processes and procedures
- Support Training function as and when required
- Any other administration duties as required

What we're looking for

- Currently undertaking a degree in Human Resource Management or similar business field.
- Passionate about human resource management.
- Good knowledge and proficiency of Microsoft office packages.
- Excellent attention to detail and organisational skills.
- You will have excellent planning and time management skills.
- Ability to handle confidential information sensitively.
- Ability to read and interpret documents such as safety rules, policy and procedure manuals, employee handbooks and job descriptions.
- Experience in working in a fast-paced environment preferable.

What we'll offer you

In return we offer you the opportunity to work with one of the most dynamic companies in Northern Ireland, who have limitless ambitions for growth, and like to provide their employees with learning opportunities for progression and development.

Check out our MD's story at

<https://www.youtube.com/watch?v=3ZzRhN5CBoo&t=19s> .

The nature of our business means that we are constantly evolving and improving and embracing change to achieve our ambition of market leadership on a global scale, meaning that no two days are ever the same!

Hour of work - 37.5 hours per week working Monday to Friday at our HQ in Magherafelt. The internship is available for 12 months usually.