

## HR Administrator

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Company: e-Careers Limited

Location: Dundee

Category: other-general

NO EXPERIENCE NECESSARY Are you looking to build a career working in an office environment? Does a future in HR sound exciting? If so, this opportunity could be for you! Due to a severe skills shortage in the marketplace, HR personnel are in high demand. We have a pool of employers who are seeking to employ newly trained individuals who are motivated to pursue a career in Human Resources (HR). Our programmes will provide you the knowledge, skills and certifications required to succeed. Upon completion we will match you with our pool of employers, to help fill essential roles within this sector. Join us on our FREE CIPD Human Resources Webinar, by clicking 'Apply for this job', and we will send you the joining link. Once you have attended this free online event, you can decide if this is something that you would like to pursue.

**Requirements**  
**NO EXPERIENCE REQUIRED**  
**You should:** Have good communication skills and enjoy working with people. Be committed to pursuing a career in HR. Be a quick learner. Be able to think in a structured manner. Benefits Quickest way to build an exciting career in HR whether you have little or no prior experience. Gain the skills, knowledge and certification required for a career in HR. Increased earning potential and job security. Flexible working opportunities within the industry. Platform to enter other career paths including Learning & Development, Talent Management and Recruitment. This programme is also a great alternative to attending university or if you are thinking about an academic route to build a career, as this offers a quicker and more flexible path to success.

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