

HR Administrator (Part Time 20 hours per week)

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Company: Coveris - Burnley

Location: United Kingdom

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HR Administrator (Part Time 20 hours per week)

Part Time

Burnley BB10 2EJ, UK

With Professional Experience

4/24/24

GBP 12757,00 - 13140,00

Are you looking for an exciting new opportunity with a leading packaging company? At Coveris we create and supply high performance packaging for everyday products. We are committed to providing packaging solutions that are sustainable and innovative to ensure the safety, quality and convenience of the products we use every day.

We have facilities across the UK and are looking for a talented HR Administrator to join our team in Burnley.

Monitoring the recruitment process, including note taking at interviews on some occasions.

Posting job adverts and monitoring applications.

Arranging Interviews.

Provide administrative support to the HR team through data entry, data checking and data cleansing or various systems - Success Factors, payroll system etc.

Monitoring of Time & Attendance System

Organise and manage the Occupational Health and Health Cash Plans.

General on and off boarding admin.

Scanning and filing

Monitoring and management of the return-to-work process

Prepare and issue ad hoc letters. E.g. Passed Probationary Period

Respond to email and telephone queries in a timely and professional manner.

Support with admin task related to charity/social/community engagement initiatives.

Other administrative tasks as and when required.

What we are looking for...

Excellent communication skills written and verbal (Essential)

Ability to build excellent relationships within the department (Essential)

Excellent MS Office suite skills (preferable)

Excellent organisational skills

Ability to multitask daily

Experience working in a busy HR department preferred

CIPD Level 3 (Desirable)

In return we can offer you...

33 days annual leave per year

Enhanced sick pay

Enhanced Paternity Pay – 2 weeks full pay (after qualifying conditions have been met)

Enhanced Maternity Pay – 6 months full pay and 6 months half pay (after qualifying conditions have been met)

Life assurance (x4 annual salary)

Health Cash Plan

December close down

Access to BenefitHub (Discount marketplace)

Free onsite parking

Subsidised staff canteen

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