

HR Advisor

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Company: The Talent Crowd

Location: Trafford Park

Category: construction-and-extraction

HR Advisor – 12 Month FTC£35,000-£40,000ManchesterI am currently working with a well-established construction company based in Manchester who are looking for a HR Advisor on a 12 Month FTC to cover maternity leave. This is a standalone role and you will be working closely with the SLT within the business as they look to go through a period of growth. Duties: HR admin Employee relations Maintaining HR systems Managing sickness and absence levels Overseeing disciplinarys and grievances Managing the starters and leavers processes Operating the workplace pension scheme Assisting the accounts department with payroll and invoices Working closely with heads of departments and the board directors Supporting employee development of all staff, via mentoring, Personal Development Review process and active involvement with the Building Student Programme Leading the Mental Health programme and the company's Mental Health First aiders. Managing the company car scheme Lead contact for Investors In people – Platinum status This is an exciting role that will allow you to play a vital role in an established company which is looking to grow. If you are interested then please apply or contact Jack at The Talent Crowd.

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