

HR Officer

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Company: Baltic Recruitment

Location: United Kingdom

Category: business-and-financial-operations

Description

Baltic Recruitment are delighted to be supporting our Washington based manufacturing client in their search for a HR Officer. Overall Purpose: Responsible for overseeing employee well-being, process compliance, and organisational growth. You'll collaborate with the Directors, departmental managers, and employees to maintain a positive work culture and effective HR practices. Key Duties: Helping the management team in delivering an efficient service to the employees and Directors. Handling inquiries into the HR department and managing them appropriately. Handling disciplinary and grievance cases. Monitoring absence and attendance in the workplace. Maintain and update employee records. Monitoring annual leave in the workplace. Developing HR administration processes that will help the business achieve key objectives. Coordinate hiring activities, including job advertisements, candidate screening, interviews, and offer letters. Ensure smooth induction for new employees, ensuring adherence to company policies and legal requirements. Supporting the business in producing HR letters; documents for internal and external use, providing administration in support of generalist HR activity and presentations. Assisting with the evaluation of HR Policies and Procedures. Identify training needs and arrange relevant workshops or programs. Working with managers to create individual development plans. Supporting the finance department with payroll queries and clock in's. Key Skills, Experience & Qualifications Required: Ability to build rapport and trust with a supportive relationship to employees. Excellent communication skills and be confident in communicating with people face to face, over the phone, and by email. Be able to show your initiative to solve problems. Excellent IT skills,

including working knowledge of Outlook, Word, and Excel. Demonstrate discretion when dealing with confidential information. CIPD Level 3 (or be willing to work towards). Knowledge of employment law. The Package: £25, – £30, per annum depending on experience. Monday-Friday, day shift position. Company pension scheme. Additional benefits. Job Reference: ABHRW_Salary: £ - £ per annum + Pension, Additional benefits Salary per: Annum Job Duration: Baltic Recruitment Sector: Commercial_operations Job Type: Permanent Job Location: Tyne and Wear, Washington Job Industry: Human Resources and Personnel Job Skill: HR, hr admin, HR Administrator, HR advisor, HR Coordinator, HR Officer

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