

Human Resource Advisor

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Company: Kemp Recruitment

Location: Gateshead

Category: other-general

Job Title: Human Resource Advisor Hours:Monday to Friday £35,000-£37,000About your new company:My client is looking for an experienced HR professional to support them with company procedures across 14 sites.You will work as part of a highly experienced and established team, reporting directly to the HR Manager. You will be required to support Directors, Manager and Employees in all daily HR Operations, employee related matters and employment law. You will assist with recruitment and other administration duties. What you'll need to succeed as the Human Resource Advisor:CIPD level 5 qualified or studying towardsExperience within employee related matters, leading employee meetings covering disciplinary and performance Able to take minutes in meetingsExperience in recruitment is advantageousGood standard of GCSE education or equivalentExperience using Word, Excel & PowerPointAble to report workload and meet deadlinesWilling to travel to depot locations as and when requiredAct within a highly confidential nature What you'll get in return as the Human Resource Advisor:Competitive salary Excellent company benefits 24 days holiday + Bank Holidays Company pension scheme Next steps:If this Human Resource Advisor role sounds of interest or you are looking for advise on your next career move, please contact Jamie on 0330 440 2323 or apply today. INDJW

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