

## 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-£37,000**

### **About 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 towards

Experience within employee related matters, leading employee meetings covering

disciplinary and performance

Able to take minutes in meetings

Experience in recruitment is advantageous

Good standard of GCSE education or equivalent

Experience using Word, Excel & PowerPoint

Able to report workload and meet deadlines

Willing to travel to depot locations as and when required

Act 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.

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