

Human Resources Advisor

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Company: Vickerstock

Location: Antrim

Category: production

Human Resources Advisor (34k) (Antrim)Vickerstock is delighted to be once again partnering with a leading, highly reputable and exponentially growing manufacturing organisation which has been established over four decades in the recruitment of a HR Advisor on a minimum of a 12-14 month basis to join their highly-experienced HR team based in Antrim currently composed of a HR Manager, HR Advisor and HR Administrator to provide HR support services to over two hundred staff onsite. This is a great opportunity to get hands-on exposure in high-volume recruitment, develop a learning and development strategy and managing HR Systems. In addition, this company offers a fantastic benefits package including flexi-time, early finish on a Friday, possibility to work from home and thirty days annual leave including statutory holidays. What will you do as a HR Advisor?Working in accordance with the HR Manager, HR Advisor and HR Administrator, you will provide HR support to the organisation's increasing head count of over two hundred staff. Duties will include;Managing end-to-end recruitment process- devising job adverts, posting job adverts, shortlisting, sourcing candidates, scheduling interviews, conducting interviews, delivering feedback, handling job offers and issuing contracts. Assisting in designing, implementing and delivering a training and development programmes Providing ongoing support for existing development programmes Acting as an advisory point of contact on HR policies, procedures and processes.Managing employees exiting the organisation and carrying out exit interviews.Assist in revising and updating existing HR policies Carry out investigations for employee relations cases for grievances and disciplinaries Update HR system to reflect current employee records Full job specification available upon request

What will you receive as the HR Advisor?As the HR Advisor, you will avail of a fantastic benefits package;Competitive base salary- up to 34,000 Flexi-time30 Days Holidays including Statutory Holidays Company pension contributions Working from home policy- one day a week after 3 month probation period finishes Engagement committee- monthly events, gifts and Christmas events Personal and professional developmentFree onsite parking Length of service awards How to apply to this HR Advisor position?If you are interested as working as a HR Advisor for one of Northern Ireland's leading manufacturing organisations based in Antrim, contact me on 02890 313 720, send an updated CV or send a message on LinkedIn to discuss the position in confidence.

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