

## Human Resources Manager

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Company: Tate Recruitment

Location: Manston

Category: other-general

IMMEDIATE START!!! £35-£40,000 - MANSTON, KENT  
We are looking for an experienced, personable, and motivated HR Manager for an immediate start which will either be temp to perm or straight permanent. Based on site at Manston – CT12 5BS 37.5 hours per week, Monday to Friday Temp to perm ideally Due to the location applicant must be able to drive  
Willing to undertake an Enhanced DBS and CTC check prior to starting  
Job outline: Proven HR experience within a senior role  
Professionally qualified – ideally CIPD or similar  
Up to date with statutory employment laws  
Has excellent customer focus and proactive approach  
Knows how to communicate effectively depending on the audience and build key stakeholder relationships  
Has the ability to multi task, work accurately and efficiently  
Ability to plan and organise own workload  
Can work flexibly and is easily adaptable to change  
Ability to work under pressure  
Excellent knowledge of Microsoft Office packages  
Exceptional attention to detail  
Ensure confidentiality is maintained at all times and in line with GDPR regulations  
Ability to manipulate and analyse data would be an advantageous

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