

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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