

Interim HR Administrator

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Company: Greaves Recruitment

Location: Winsford

Category: management

The Company:

* A provider of packaging systems, renowned for providing high quality solutions to the retail, general industry and automotive sectors. Who are looking for an Interim HR Assistant to join the team.

Job Title:

* Interim HR Administrator

Job Purpose of the Interim HR Administrator:

* Responsible for providing administrative support in all areas of Human Resources, Training and Development, as well as Compensation and Benefits.

Skills/Experience of the Interim HR Administrator:

* Strong administrative skills

* Proven experience in providing high level administrative support in a fast-paced environment

- * Interpersonal skills that enable you to work with people at all levels, motivate others and change people's attitudes when necessary
- * Written and spoken communication skills that allow you to inform and advise others clearly
- * Problem-solving skills
- * Initiative and the ability to offer new ideas.
- * An operational knowledge Microsoft Word and Excel.
- * Educated to or working towards a L3 CIPD qualification (Desirable, not essential)

Behavioural Skills:

- * Highly motivated and enthusiastic with the ability to continuously improve the way they work.
- * Must be professional and confidential in dealing with all employees and have the ability to deal with difficult situations calmly and objectively.
- * Able to work well unsupervised and demonstrate initiative.
- * Confident dealing with individuals at all levels in the organisation.
- * Ability to change priorities and re-set deadlines to meet the changing needs of the line / department / internal customer.
- * Able to change direction quickly, meet deadlines etc. and maintain a stable performance whilst under pressure and / or opposition.
- * Able to prioritize own work, making choices between urgent and important and accepting responsibility for the outcomes.

* Communicates clearly to the level of the audience, checking to ensure that the messages have been received and understood.

* Must have the ability to encourage others to buy into team objectives and take ownership for results.

* The ability to work as part of a team.

Salary:

* Salary negotiable depending on experience.

If you feel you have the right skill set and attributes for this role and that it's the challenge you are looking, then please contact us on a confidential basis: (phone number removed) or apply via the website.

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