

Graduate Vacancy

Job Reference Code	TGR 1710
Job Title	Graduate HR Executive – CIPD support
Salary	£20,000 - £24,000
Location	Corby
Degree Required	A relevant degree within HR
Skills Required	<ul style="list-style-type: none"> • A relevant degree within HR • Excellent communicator, both written & verbal • Good administration skills • Ability to build relationships with a variety of people • Keen eye for detail and quality • Initiative and problem solving • Organised, able to prioritise workloads and work to tight deadlines • Self-driven, positive outlook • Ability to multi task and handle multiple projects • Works well in a team • Relishes a challenge & works well under pressure • Quick thinking and reactive • Willingness to learn • Committed with a desire to progress within a creative industry • Commercially minded • Full driving licence with transport preferred due to location. <p>Desirable:</p> <ul style="list-style-type: none"> • Have knowledge of a HR environment
Description of Role	<p>OVERVIEW TO COMPANY: This Group has customers globally, They are a leader in specialty food ingredients and pharmaceutical excipients. The products and solutions developed by the Group deliver proven technological, nutritional and health benefits precisely tailored to the pharma, nutrition, food and selected industry markets.</p> <p>Since its foundation over 80 years ago, the Group's growth has been based on innovation, a passion for the job and a commitment to achieve.</p>

This client operates in over 100 countries, has a turnover of around 3.2 billion euros and currently employs more than 8,300 people worldwide.

OVERVIEW OF ROLE:

Due to growth this role will be working within a HR setting alongside the HR manager but other duties including:

- Administration
- Liaising with other departments such as Manufacturing, Health & Safety, Pharmaceutical and Production may also be included.

KEY RESPONSIBILITIES:

Day to day assistance of HR and other areas of the business.

The Graduate HR Advisor will be involved in the structure, content, accuracy and quality of all formal communications between Roquette HR and the staff on site.

Tasks following training will involve the following:

working closely with various departments, assisting line managers to understand and implement policies and procedures;

- promoting equality and diversity as part of the culture of the organisation;
- liaising with a range of people involved in policy areas such as staff performance and health and safety;
- recruiting staff, which involves developing job descriptions and person specifications, preparing job adverts, checking application forms, short listing, interviewing and selecting candidates;
- developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management;
- advising on pay and other remuneration issues, including promotion and benefits;
- administering payroll and maintaining employee records;
- interpreting and advising on employment law;
- dealing with grievances and implementing disciplinary procedures;
- developing HR planning strategies, which consider immediate and long-term staff requirements;
- planning and sometimes delivering training - including inductions for new staff;
- analysing training needs in conjunction with departmental managers.

As this is a training position you will work closely with the team and deal with a range of staff across the operation.

Vacancy Availability

Immediate Start