

Graduate Vacancy

Job Reference Code	TGR 1760
Job Title	Graduate HR Business Executive
Salary	Competitive
Location	Corby
Degree Required	This would suit someone with experience in the industry or someone who has completed a relevant placement year.
Skills Required	<ul style="list-style-type: none"> • Managerial skills. • Understands, advises, follows and demonstrates compliance with all relevant internal and external procedures and regulatory requirements. • Proven experience in H&S, Quality, HR and senior level business administration. • A strong work ethic, customer focused with a positive attitude and willingness to take responsibility. • Accurate, detail, goal and quality conscious. Able to research and interpret information and data and provide clarification and explanation. • Competent user of MS Office (Word, Excel, Powerpoint), Outlook and Internet Explorer with the ability to learn new systems quickly. • Proactive and highly organised, able to work as an individual, with all levels of employees, senior management and external contacts. • Diversity skills. Must have the ability to prioritise and deal with a high volume, flexible and changing workload. • Confident and clear communicator (written and oral) with both a strong understanding of and spoken English language. • Showing a high degree of confidentiality and discretion. Is tolerant and respectful. Shows attentiveness. • Diversity skills including networking, planning, forecasting, negotiating, decision making and risk taking • Is motivated, innovative, creative, collaborative and objective. • This would suit someone with experience in the industry or someone who has completed a relevant placement year.
Description of Role	The main purpose of the role is to provide an efficient and timely support service for the Directors, Company and employees, covering a broad range of duties. Responsible for ensuring the Company is adhering to regulatory and procedural compliance, undertaking projects providing the business with continual improvements for growth as well as H&S, HR and Quality tasks that support the smooth running of the business. The successful candidate will be based in our Head

	Office, Corby and will also have the Bristol and Braford sites as part of the remit so the ability and flexibility to travel is a requirement, with the possibility of occasional overnight stays to suit business requirements.
Vacancy Availability	Immediate