

HR Administrator – Maternity Cover

The Role

This role is vital to the progression of Macknade Fine Foods and will be instrumental in implementing and maintaining policy and procedure throughout the business. You will act as the principle point of contact for all HR related issues.

An eye for detail and excellent administrative skills are essential as we seek to improve the efficiency of our systems. Duties will include maintaining personnel records and preparing HR documents, as well as carrying out inductions and supporting in administration of confidential procedures such as board meetings, disciplinary meetings etc

Discretion and confidentiality as well as superb people skills are key values and the ability to communicate effectively with customers, suppliers and staff alike will be essential.

Our people are a crucial element of the business and our ability to recruit, train and retain the best is vital to our continued success. The HR administrator has a critical role in enabling this recruitment, retention and training. Ultimately you should be able to ensure that our HR function fully supports our Team while conforming to labour law.

Responsibility for the maintenance of HR procedure requires a person who is equally organised and methodical whilst ultimate responsibility rests with the General Manager. The company is on the verge of some exciting opportunities and growth. The post holder will report to the General Manager.

Principle duties include but are not limited to

- Take ownership for efficient management of HR systems and setting up and maintaining complete personnel records to required standards including recruitment, training, wellbeing and development procedures for the team
- To work with the General Manager to maintain and enhance our benefits package
- To manage the administration of 'Deputy' our staff database.
- To maintain a suite of critical reports to allow a better understanding and analysis of HR matters including contracted hours, Retention data, holiday tracking.
- To undertake inductions of new staff and oversee their integration into the team to include issuing staff handbooks, contracts, manuals, uniform and such tasks as to commence the formal employment process
- Manage the leaver process, including holding exit interviews
- Assisting with all HR/staffing matters as they arise

Training schedule/ programme

- Maintenance of training matrix and working with management team to develop progression plans for the team.

Office Admin

- Point of contact for all incoming HR calls
- Minute taker for monthly management team meetings and quarterly Board meetings.
- To take on any additional project work within the scope of the role that may be required

Other Responsibilities

- To listen to our team and always strive towards making Macknade Fine Foods Ltd the best place to work
- To attend internal/external training and development sessions relevant to the role
- To maintain good and clear communication between all members of the team
- To undertake such other duties that may be determined from time to time within the general scope of the post

Key skills

- Attention to detail, organised and methodical
- Discretion and confidentiality
- Good planning, tenacious and good finisher
- Excellent customer service skills
- Team oriented, proactive and flexible
- An ability to work quickly and accurately
- Honest, discreet and trustworthy
- Good listener and “go to” person for the team
- Personable and welcoming

General Requirements

In addition to the above, there are some general requirements that apply to all roles within the company

- Participation in staff meetings as required
- Participation in personal development and review schemes
- Participation in any relevant quality assurance systems
- Participation in the weekend cover rota as required
- All duties must be carried out to comply with Health and safety requirements

The Benefits

We work hard to deliver a package that recognises staff commitment and provides opportunities to develop a career with us. All of our team members are offered:

- A competitive Salary
- Pension Scheme
- Full Induction
- Training Opportunities
- Career progression opportunities

- Discounted rates on all produce
- Cycle to work scheme
- Long service rewards
- 28 Days holiday including bank holidays – pro rata for part time

Hours of Work

Hours are based on a 20-hour week, working 4 days ideally.
A Sunday office cover rotation is in place