

Job Description

- Job Title:** Human Resource Manager
- Job Description:** Manage the day to day running of the company's human resource department along with an assistant.
- Job Requirements:** A minimum of three years' experience of working within an HR department, preferably within the manufacturing industry.
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Roles & Responsibilities

- First point of contact for all human resource related queries
- Administer human resource related documentation, such as contracts of employment and employee handbooks
- Updating and maintaining all employee personnel records
- Producing and updating human resource related policies and procedures in line with current legislation.
- Chair and assist employee disciplinary meetings, advising on employment law.
- Completion of absence return to works.
- Updating and maintaining employee sickness records.
- Updating and maintaining employee annual leave requests.
- Staff recruitment - this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates.
- Training - planning, and sometimes delivering, training - including inductions for new starters, analysing training needs in conjunction with departmental managers.
- International Standardisation Organisation (ISO) preparation for up-coming audits.
- Ensuring that all employees are complying with health and safety polices and procedures and updating and documenting training records as appropriate and dealing with the insurance company on any personal injury claims.
- Implementing polices and procedures to ensure the company is complaint with the new General Data Protection Regulations (GDPR).
- Any other reasonable requests as and when required.

Salary

£25,000 to £35,000 depending an experience and qualifications plus pension scheme.

Hours

Monday to Friday 9am till 5pm.

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