

IMPACTCAT
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Role: HR Administrator

Location: Nottingham – Long Eaton

Benefits: Competitive Basic, Pension, Life Cover, Health Cash Plan

Company – HR Administrator - Materials Handling

Established in 1985, Impact Handling has grown to become one of the leading providers of material handling equipment in the UK. Offering only the very best, carefully chosen equipment ranges each specified to deliver what we believe is the best value for money currently available.

Our nationwide network has expanded with us and we are now proud to support our customers with strategically placed depots right across the country.

Values - HR Administrator - Materials Handling

At Impact Handling our people are our most valuable asset, we are proud to recruit and train the very best in the forklift industry. Equipping them with the skills and knowledge necessary to ensure that, no matter what our customers' need, they can handle it. Our values are:

- Empowerment
- Integrity
- Pride
- Teamwork
- Respect
- Health and Safety

Position - HR Administrator - Materials Handling

Impact Handling are actively recruiting for a HR Administrator to work within a small, busy HR team. You will provide administrative support to more senior members of staff with all HR and Payroll related tasks.

This is a varied role where you will be able to gain or increase experience dealing with all HR related functions. Tasks could include but are not limited to: Generating new starter/offer packs, logging disciplinary/performance, updating holiday data, manage apprentice assessment and dealing with elements of recruitment.

We can handle it.

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A HR Qualification would be desirable and would be a benefit but is not a must for the right candidate.

Skills and Experience - HR Administrator - Materials Handling

- A background from working within a busy HR department
- Relevant industry qualifications (CIPD) - Desirable
- Proactive approach to HR and administration
- Organised and driven individual
- The ability to prioritise a busy and varied workload
- Strong communication skills for both internal/external customers and staff

Benefits - HR Administrator - Materials Handling

- Competitive Basic
- Company Pension Scheme
- Health Cash Plan
- Life Cover

If you are interested in the above vacancy, please Apply Now!

We can handle it.