

JOIN THE STAMPEDE!

HR Administrator

HR



Salary

£26,500 – £30,000

Job type

Full-time

Shift and schedule

Monday to Friday

Work Location

Beverley, UK – In Person

We are seeking a dedicated and detail-oriented Human Resources Administrator to join our dynamic team. The successful candidate will play a pivotal role in supporting various HR functions, ensuring the smooth operation of our human resources department. This position requires strong communication skills and proficiency in various HR systems, making it ideal for individuals with a passion for people management and administrative excellence.

As a HR Administrator at Vuba, you will:

- Manage and maintain employee records, ensuring accuracy and confidentiality.
- Assist with the recruitment process, including posting job vacancies on various platforms and managing applications through our Applicant Tracking System (ATS).
- Coordinate onboarding processes for new hires, including orientation and training schedules.
- Support employee relations by addressing inquiries and resolving issues in a timely manner.
- Utilise HR software such as PeopleSoft, Workday, Taleo, and Salesforce to manage data entry and reporting.
- Conduct social media management to enhance employer branding and attract potential candidates.
- Collaborate with other departments to ensure compliance with HR policies and procedures.
- Provide administrative support to the HR team, including scheduling meetings and maintaining documentation.

Qualifications and Experience:

- Previous experience as a HR Administrator or similar role is needed.
- Good time management skills, as you may have multiple job roles live concurrently
- Strong communication skills to effectively communicate with managers and colleagues
- Excellent attention to detail
- Ability to work in a high-pressure environment

Benefits:

- **Company Bonus and Incentive Schemes.**
- **24 Days Holiday Plus Bank Holidays**
- **Life Admin (2 hours per month to take at your own discretion).**
- **Regular Training and Development Opportunities**
- **Career Growth and Progression Opportunities – it's a fast-growing business!**
- **Regular Team Socials, Events and Celebrations.**
- **On Site Parking**
- **Opportunities to travel.**
- **3:30PM Finish on Fridays**
- **Foodie Friday – The Company buys lunch once a month.**
- **Employee discount**
- **Employee Referral Rewards**

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Get in touch:

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