

**TECHNICIAN, HR**

Weybridge

Full Time, Hybrid Working

FTC 6 months

**YOU'LL MAKE CONTRIBUTIONS THAT MATTER BY...**

- Being accountable for the delivery of centralised first line HR administrative and tier one advice support to include starters, leavers, contract variations, L&D support, or operational.
- Ensuring all HR documentation is accurate, complete and up to date (employee data / files, course catalogue, contracts etc.).
- Supporting the incorporation of a new HR system into the HR function.
- Identifying improvements to HR policies and practice.
- Providing consistent, accurate and clear advice on the full range of tier one employment policies to people managers and employees for example maternity, compassionate leave.
- Providing centralised advice and support on employment issues.
- Actioning all administration as a result of calls and correspondence received.

**YOU'RE BEST SUITED FOR THE ROLE IF YOU ARE...**

- Experienced in working in an office or admin based role with experience of delivering a high level of customer service.
- Able to manage a complex workload and prioritize as required.
- Able to demonstrate excellent attention to detail and communication skills.
- Able to demonstrate an understanding of policies and procedures related to UK Visas and Immigration.
- Previously experienced in using Workday HR would be ideal but is not essential.

**WE SUPPORT AND CARE FOR OUR EMPLOYEES BY PROVIDING YOU WITH...**

- Completion bonus
- Long service recognised every 5 years
- Generous employer pension contributions
- Health Cash Plan - claim money back up to a set limit of c.£700 per annum on essential healthcare
- Life Assurance
- Free, onsite parking and a free shuttle bus from Weybridge train station to office
- Discounted branded products and a subsidised staff restaurant
- 25 Holidays + 8 bank holidays
- My Staff shop - access to exclusive benefits, free advice and savings - providing great discounts from thousands of the UKs largest retailers & service providers.
- This role is not eligible for sponsorship.

**We support employment equity. Saputo strives to embed diversity and inclusion in its operations and invites candidates from all horizons to join our team.**

To apply please email [recruitment@saputo.com](mailto:recruitment@saputo.com)