



## Record UK vacancy

<b>Job title</b>	HR Advisor
<b>Company Info</b>	<p>Record UK is the UK subsidiary of the Assa Abloy Group who is among the world market leaders of automatic pedestrian door systems. The group manufactures and distributes door systems to over 40 countries worldwide.</p> <p>We design, manufacture, supply, install and service automated door systems and aluminium shopfronts throughout the UK to a wide range of organisations and clients.</p>
<b>Job description</b>	<p>An exciting opportunity has arisen for an experienced, energetic and driven individual to join us as an HR Advisor reporting to the HR Manager.</p> <p>The right candidate must have a generalist HR background with experience in a broad range of HR tasks including recruitment administration, HR administration and a basic understanding of employment law. You must demonstrate strong communication and organisational skills, have excellent written skills, and must be able to perform in a strictly confidential manner.</p> <p><b>Key Responsibilities and Accountabilities:</b></p> <ul style="list-style-type: none"> <li>• Recruitment administration including posting vacancies on internal blog and external recruitment job boards, screening candidates from job boards, setting up interviews and inductions items such as references, right to work checks and disclosure checks.</li> <li>• Administration of all employee information including maintenance of the HR database, HR trackers and electronic personnel folders following GDPR guidelines.</li> <li>• Ability to deal with basic HR queries and assist managers with HR meetings such as absence management and disciplinary.</li> <li>• Provide creative ideas for the employee engagement &amp; well-being calendar.</li> <li>• Management of internal &amp; customer driven training records.</li> <li>• Assist with ad hoc project work when required.</li> <li>• Must have experience of working in a fast paced, constantly changing environment.</li> <li>• Have the ability to work under pressure in challenging situations.</li> <li>• Supporting HR Manager with any other HR related activities</li> </ul>
<b>Essential criteria</b>	<ul style="list-style-type: none"> <li>• Minimum Level 3 CIPD</li> <li>• Experience in an HR support/assistant role</li> <li>• Proven ability to deal with basic employee queries</li> <li>• A high level of confidentiality</li> </ul>



	<ul style="list-style-type: none"> <li>• Competent in liaising with all levels of employees throughout the company</li> <li>• Organised and able to manage multiple tasks/projects.</li> <li>• High level of energy and engagement</li> <li>• Ability to work with all MS packages.</li> <li>• The ability to work accurately with excellent attention to detail</li> <li>• Strong administration skills</li> <li>• Strong communication skills, both written and verbal</li> <li>• Sense of urgency and ability to work in a fast paced environment</li> <li>• Excellent organisation skills</li> </ul>
<b>Additional information</b>	<p>Hours: 40 hours per week</p> <p>Location: Blantyre</p> <p>To apply send your CV and covering letter to <a href="mailto:recruitment@recorduk.co.uk">recruitment@recorduk.co.uk</a> with subject heading 'HR Advisor'</p>
<b>Closing date</b>	<p><b>Please amend as applicable:</b></p> <p>Open</p>