

## POLYPIPE BUILDING PRODUCTS

### VACANCY: HR ADVISOR

Polypipe is one of Europe's largest and most innovative manufacturers of plastic pipe and fittings. We employ nearly 3,000 people and we place a huge emphasis on the knowledge and experience they bring to Polypipe and our employees are at the heart of the business.

We are currently looking to recruit an experienced HR Advisor to join our busy HR team based at our Broomhouse Lane site in Edlington, Doncaster.

#### **The key responsibilities of this role are:**

- To provide HR support and guidance to the management team.
- To carry out payroll activity for the designated department and process all associated documentation.
- To support the disciplinary and grievance procedure as required and all paperwork involved.
- Updating absence records and monitoring the payroll data for departments working with line managers.
- Data Entry, filing and scanning of employee information.
- Assisting with the recruitment process as required.
- Dealing with telephone calls, e-mails, enquiries and employees.
- General administration duties.

#### **To be successful in this role, we are looking for the following skills, experience and qualifications:**

- Minimum education requirement of 3 GCSE'S Grade C or above including Maths and English.
- Qualified to CIPD Level 3, would be advantageous.
- Previously worked within a busy HR team / administration office.
- Strong computer literacy on all Microsoft systems including Word, Excel and Outlook.
- Use of Payroll systems / software.
- Strong team player with a flexible approach to work and working closely with HR colleagues.
- Ability to prioritise workloads and work to tight deadlines.
- Good organisational and communication skills with an excellent telephone manner and high levels of customer service.
- Ability to maintain confidentiality at all times.

#### **Working hours:**

- 37.5 hours per week, Monday to Friday, 9:00 am – 5.00 pm.

#### **Benefits:**

- A competitive salary
- 28 days' annual leave including Bank Holidays.
- Pension scheme
- Life Assurance up to 2 x annual salary
- Free Car Parking
- Health Cash Plan Scheme
- Childcare vouchers and Cycle to Work scheme.

To apply for this opportunity, please send a cover letter and CV detailing current salary by email to Zoë Piggott, HR Business Partner at [zoe.piggott@polypipe.com](mailto:zoe.piggott@polypipe.com) by Friday 14<sup>th</sup> September 2018.

**STRICTLY NO AGENCIES PLEASE**

**Polypipe operate an Equal Opportunities Policy**

