

HUMAN RESOURCES OFFICER

JOB REF: 0556

Our client is a medium sized engineering company based in Co Tyrone. Since it's formation the company have seen massive growth and are now one of the leading fabrication companies in Northern Ireland.

Job Purpose

Reporting to the Managing Director you will be responsible for the Human Resources processes within the Company i.e. recruitment, developing and looking after employees. You will be the first point of contact for all HR queries, liaising with the Senior Management Team, Team Leaders and employees, providing an advisory service to ensure compliance with all relevant legislation and company policies.

Responsibilities:

- Monitor employee absence/time keeping and conduct return to work meetings
- Dealing with new start inductions & administration
- Updating details on HR database and managing personnel files
- Interpreting, advising and keeping up to date on new employment law
- Dealing with grievances and disciplinary procedures
- Providing staff training and development
- Working closely with various departments, assisting line managers to understand and implement policies and procedures
- Promote equality and health and safety
- Recruitment process, which involves developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates

Person Specification

- HND, degree or postgraduate qualification in Human Resource Management
- A qualification from the Chartered Institute of Personnel and Development (CIPD)
- At least 2 years' experience in operational Human Resources
- Excellent communication skills both written and verbal
- Prepared to work with all departments within the Company

Contact Donna McGurk on 028 8676 0044 for a confidential chat or submit your CV via the [link](#).

The Company reserves the right to vary criteria at the shortlisting stage.

Spectrum Employment Solutions is an equal opportunities employer and welcomes applicants from all backgrounds.

DATA PROTECTION

SPECTRUM EMPLOYMENT SOLUTIONS comply with the General Data Protection Regulations (GDPR) and collects, processes and stores all personal data solely for the purpose of finding applicants suitable employment opportunities. By submitting your personal details (CV) to us, you are giving us consent to process and store your data for this purpose. We only share your personal data with third party processors and with potential employers who are essential for us in providing this service.