

HR & Training Administrator

Our HR Department is seeking to hire an HR Assistant in order to expand our team. The ideal candidate will perform various generalist HR duties, and will also play a key role in coordinating internal and external training programs.

The HR department collaborates closely with managers to address any HR-related inquiries and provide assistance in implementing employment laws and company policies.

Job Title:	HR & Training Administrator
Reporting to:	HR Manager
Location:	Head Office: Hall Lane, Hall Lane Works, Farnworth, Bolton, BL4 7QF Some travel to our Bredbury Depot and sites across the North West will be required
Contract Type:	Permanent (subject to successful completion of probationary period)
Working Hours:	Full time: Monday – Friday: 09:00 – 17:00 (30 min unpaid lunch break) Part time hours will be considered for the right applicant
Remuneration Package:	£28,000 - £30,000 (based on fulltime and depending on experience) Annual Profit Related Bonus Workplace Pension Accident and Life Cover (after successful probationary period)
Holidays	35 days including bank holidays (pro rate for Part time) <i>Sufficient days will need to be saved for the Christmas Shutdown</i>

About Us

We are a specialist civil engineering and highways contractor serving local and transport authorities throughout the North West of England. Our aim is to deliver sustainable projects within the North West, enhancing infrastructure and accessibility of communities, whilst minimising environmental impact and reinvesting locally.

With over 75 years of experience working on North West highway projects, we have gained a distinguished reputation for delivering hugely successful schemes. Our multi award-winning collaborative and proactive methods guarantee the best level of service for our clients.

The business provides a wide range of civil engineering and highway construction services, utilising its highly skilled internal workforce and a network of subcontractors. Its area of expertise lies in executing intricate and challenging projects, including but not limited to drainage schemes, intersection enhancements, and public infrastructure development.

The majority of our income, approximately 80%, is generated from extended framework contracts with local Northwest authorities, which typically span from 4 to 10 years. In addition, the company also serves House Builders and Tier 1 Contractors, carrying out S278 and S38 works on their behalf.

We thrive by working with our clients from early inception of the project to provide cost effective solutions. Additionally, we assist clients in preparing funding bids and provide initiatives in community engagement and methods of delivery.

Our Social and Environmental responsibility track record is exceptionally strong, surpassing our competitors on Quality Bids and Social Value Matrices. Our Clear Management controls and structure ensure efficiency, and as partners of Framework contracts, we have a sizable forward order book extending over four years.

Our projects are solely located within the North West of England, with most of our schemes within Greater Manchester or the neighbouring areas.

Key Responsibilities

- Assist with the process of recruitment, including vetting candidates, assisting with interviews and management of probationary periods
- Supporting internal and external enquiries and requests related to the HR department.
- Maintaining and issuing of HR documentation, including contracts of employment.
- Organising external and internal training, including raising purchase orders and booking candidates on courses.
- Coordinating logistics for new employees and work experience personnel.
- The process of disciplinaries and grievances including recording of minutes and creating appropriate paperwork.
- Creating Management Information reports .
- Continuously learn and engage in current employment laws and HR best practice.
- Represent the company when required to attend any training, meetings or exhibitions.

Key Requirements

- CIPD Level 3 in HR Practice.
- Knowledge of training requirements in the construction industry – i.e. CSCS cards, NOCN.
- Strong Microsoft Office Skills.
- Great interpersonal skills.
- Self-motivation and keen to become an integral office team member.
- An ability to make you own informed decisions and work unsupervised.
- Punctual, Hardworking and Trustworthy.
- Driving Licence.

How to Apply

Applicants can apply by sending a CV with a covering letter to hr@gcox.co.uk

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