



## Human Resources Advisor/Generalist: Bedford

Ceetak Ltd is a well-established, privately owned company specialising in engineered sealing solutions for a wide range of markets including Oil & Gas, Automotive, Packaging and Life Sciences, with an enviable reputation for a high quality product range and engineering services.

We are seeking an experienced and pro-active HR Advisor/Generalist to be responsible for the day-to-day administration and coordination of the HR function within the Company, working with and supporting management in all areas of HR, implementing and maintaining effective policies, procedures and protocol within the Company.

This is a hands-on role that includes administration responsibilities as well as having the right mindset to work in an advisory capacity to improve systems, processes and implement change. The role is available on a part time basis, with hours to be mutually agreed.

The successful candidate will demonstrate a sound knowledge of current employment legislation and good HR practice gained within a similar role.

### Responsibilities of the HR Advisor/Generalist:

- Updating and maintaining employee records using People HR Software Platform , maximising system effectiveness and contributing to the continuous improvement of HR systems and practices.
- Advising management on issues related to employee relations and performance management including; grievance, disciplinary and capability matters.
- Monitoring, reviewing and updating all HR policies and Company Handbook and ensuring these are in accordance with current legislation and Company practices.
- Advising on employee relation matters and responding to any queries or problems.
- Supporting management in the recruitment including new starter documentation; job descriptions, offer letters, inductions, contracts etc.
- Dealing with various HR queries throughout the Company.
- Maintaining the work structure by updating job requirements and job descriptions for all positions.
- Provide advice, guidance and practical assistance to management on the annual appraisal process, advising on matters such as employee engagement, performance, training and continuous professional development.
- Advise on employee health and wellbeing, with involvement in development and implementation of appropriate policies and procedures.

### Requirements of the HR Advisor/Generalist:

- Previous experience of working in a HR role at a similar level
- Knowledge of Employment law and best practice
- Knowledge of relevant HR policies and procedures
- Excellent communication and advisory skills
- Proficient in MS Office

### Benefits of becoming the HR Advisor/Generalist:

Competitive salary + bonus scheme + healthcare scheme + generous holiday entitlement

**If you meet the above criteria then please apply now via our website or email: [recruitment@ceetak.com](mailto:recruitment@ceetak.com)**