

## Human Resources Manager

**Bury St Edmunds (on site)**

**Full or part time**

**£30,000-£40,000 (pro rata for part time)**

Are you an enthusiastic and qualified human resources professional with significant experience within an SME environment? We are a successful independent direct marketing and ecommerce company with a workforce spanning both professional services and on-site manufacturing. We are looking for an experienced, standalone HR professional, based on site at our Carbon Neutral headquarters in Bury St Edmunds, to help us deliver for our customers.

The company operates within highly regulated industries (such as healthcare) and HR processes need to be operationally compliant with regulatory and quality standards. The HR framework is not yet established, so this is an opportunity to design and implement effective and efficient HR policies and procedures to meet the needs of the business.

Reporting to the Chief Executive, key duties include:

- HR administration, record keeping, correspondence, company vehicle fleet and pay/ benefits administration
- Ensure compliance with GDPR, Equality, working time regulations, health & safety legislation etc.
- Provide advice on terms and conditions and a whole range of potential employee relations issues, applying up to date knowledge of current employment law
- Develop a framework of HR policies and procedures to embed good practice and deliver the company values and goals
- Managing the recruitment process, placing advertisements, arranging interviews, and supporting managers where appropriate.
- Managing job offers, pre-employment checks and contractual documentation, carrying out new starter inductions and managing the onboarding process
- Sourcing and co-ordinating training and keeping accurate training records
- Contribute to the company's reward strategy
- Support the Chief Executive in delivering HR initiatives as required
- Prepare human resources data and reports as required
- **Required skills**
- Significant experience in a professional human resources role at senior adviser or manager level
- Ideally at least Level 5 CIPD qualification (level 7 preferred)
- Professional and influential style with effective stakeholder management skills
- High degree of integrity with the ability to build trust at all levels of the business
- Good HR and health and safety knowledge base and the ability to provide well-reasoned advice
- Computer literacy and numeracy skills

- Excellent written and verbal communication skills
- Ability to work accurately with good attention to detail
- Ability to multi-task and meet multiple deadlines for key stakeholders
  
- **Working for Precision**
- At Precision you will be valued as a key member of our team and can look forward to:
  - Competitive starting salary
  - Generous employer pension, group life insurance and other benefits
  - Discretionary bonus scheme
  - 23 days holiday plus bank holidays
  - Birthday leave
  - Cycle to work scheme
  - Electric vehicle salary sacrifice scheme
  - Fun, vibrant working environment
  - Wellbeing initiatives
  - A modern and comfortable offices at our carbon-neutral headquarters in Bury St Edmunds
- all pay and benefits are pro rata for part time

To apply, please send your CV to [recruitment@precision.co.uk](mailto:recruitment@precision.co.uk)

*Prepared February 2024*