



From the ♥ of Devon

HR Advisor

We currently have a vacancy for a HR Advisor on a full-time basis working Monday to Friday.

Reporting to the Head of HR, the role will provide assistance and support to the HR team, employees, and managers. You will be the first point of contact for all HR-related items and will contribute to HR-related tasks/projects.

This is a fantastic opportunity for someone with initial HR experience who wants to grow their career within the HR function. This is a generalist role in a successful and growing company where there is exposure to all areas of Human Resource Management in a fast-paced business. The role also has the responsibility of managing a junior team member.

HR Advisor responsibilities include, but not limited to:

- Maintaining the time management system (TMS) including setting up new starters and key data changes / inputs
- Management of a junior HR team member / apprentice
- Coordinating recruitment activity. Creating and posting adverts, management of CVs / applications including first sift. Coordination with managers on interviews and assessments
- Creating and maintaining all administration and correspondence associated with HR including probationary reviews, salary reviews, maternity, paternity, adoption, and shared parental leave, leavers, OH referrals
- Supporting the sickness absence process including, updating weekly reports, ensuring absences are recorded appropriately, return to work interviews are conducted and that sickness levels are monitored, and actions notified and updated
- Supporting Line Managers in HR related meetings as note taker and providing general HR support
- Advising all members of staff and line managers on first line HR queries
- Carrying out ad hoc projects including data analysis and HR research in order to inform HR programmes and/or decisions

HR Advisor requirements include:

- Strong ICT skills to include Microsoft Office packages – excellent Excel, Word & PowerPoint skills
- Able to manipulate databases and use Excel to analyse information and generate reports and create spreadsheets
- Strong communication skills (written and verbal)
- Strong numeracy skills
- Excellent administrative skills. Able to produce high volume of work to accurate standards
- Part or CIPD qualified
- Experience of working in a HR team with at least 12 months experience in a HR role
- Socially confident with a positive 'can do' approach.

Required personal attributes:

- Ability to work within time constraints and deadlines

- Ability to prioritise, manage own workload and ensure targets achieved in fast-moving environment
- Ability to work individually as well as within a Team, demonstrating a positive attitude and approach
- Demonstrating a proactive approach with a high level of accuracy and commitment
- Flexible approach to work and hours
- Problem solving and analytical skills
- High energy and demonstrates enthusiasm in daily tasks
- Willing to take on any task and do whatever is needed to support the team and site
- Friendly, professional with a good sense of humour

Benefits

Crediton Dairy offers a generous benefits package which includes:

- 8% employer pension contribution
- Holiday Purchase Scheme
- Medicash
- Life Assurance
- Employee Benefits Platform
- Christmas Hamper
- Discretionary Bonus scheme
- Employee Assistance Programme

At Crediton Dairy we believe that the strength of our business lies in the strength of our people. For that reason, we focus on challenging, empowering and supporting our people, allowing them to develop professionally and build rewarding careers.

About us

Crediton Dairy is one of the UK's leading dairy drinks businesses producing an extensive range of branded and own label fresh flavoured and functional chilled milk drinks, iced coffee and long life milks and creams. We supply nearly all of the UK's major supermarkets as well as leading foodservice, convenience and wholesale businesses.