

HR Manager

Job description

HR Manager – Part Time

Ezeehaul provides competitive and extremely reliable logistics solutions, which is why we have become the South East's largest regional FORS Silver approved carrier. As a member of The Pallet Network, we have palletised freight distribution capability combined with significant storage and warehouse facilities. We are passionate about development, training and progression for our people.

We are looking to recruit an HR professional who will be working in a generalist capacity. You will be the heart of the business and passionate about delivering results through its people. Working as part of a small team you will be required to get involved in all aspects of HR Management and related administration duties. The role will be so varied that we are looking for someone who has previously worked in a generalist role and has the ability to prioritise and manage a demanding work load in a fast-paced environment.

The working week is for 25 hours covering the requirements of the role with flexibility around days and hours worked although some early and late coverage will be required to spend time as required with shift workers.

Salary and Benefits:

- Competitive salary of £25,000-28,000 pa for the 25 hours per week, depending on experience
- Auto-enrolment Pension scheme
- Onsite parking
- Company phone and laptop

Responsibilities of Role:

- To have overall responsibility for all HR and training activity within the organization including HGV driving, FORS, forklift.
- To provide support, advice and guidance to Managers and Employees on all employee related issues and advise the Directors of concerns or issues.
- To plan deliver and perform company inductions for all new employees
- To oversee employee cases as required to assist, guide or coach the line manager, or where necessary lead the case.
- To update the Employee Handbook, Principal Statements and HR policies in accordance with changes in employment law and business needs.
- To undertake recruitment activity, working closely with Managers to provide updates, guidance and support
- Liaising with external recruitment and driving agencies for temporary and permanent staff
- To issue documents relating to employment in a timely manner including offer letters and contracts.
- Manage the occupational health provision, identifying opportunities to improve and expand the welfare provision to employees
- To manage attendance/absences and associated processes

- Responsible for coordinating and assisting scheduling all company probation and performance reviews and appraisals
- To undertake formal and informal meetings and actions under the company absence, disciplinary, capability and grievance procedures including investigations, and formal hearings
- To provide a professional and appropriate first point of contact to internal and external customers/employees.
- To liaise with and seek advice and guidance from external advisors where appropriate.
- To identify HR related improvements, provide a business case and implement where approved.
- To develop the HR service to implement HR best practice.
- To advise on, plan and manage employee consultation process where required.
- To source appropriate external training for employees including the FORS approved training.
- To overview driving license/CPC/medical checks to ensure continuation of relevant driving permissions
- To take responsibility for employee/HR related data protection within the company and to maintain effective employee related records.
- Where required, provide assistance and advice relating to the general business.

Requirements of Role

- Must have at least 3 years HR management experience
- Previous experience in a Logistics and/or warehousing environment would be an advantage
- Understand of HGV licences and compliance requirements advisory but not essential as training will be given
- CIPD not essential although a **sound understanding of employment law matters and changes is essential**

Job Types: Part-time, Permanent

Part-time hours: 25 per week

Salary: From £25,000.00 per year

Benefits:

- On-site parking

Schedule:

- Day shift
- Monday to Friday
- No weekends

Experience:

- HR: 2 years (required)

Work Location: In person