



HR088 – HR & Payroll Assistant

Hours: Full time, permanent position working Monday to Friday, 8 am – 4.30 pm.

Salary: £24,000 – £26,000 per annum.

Established in 1938, Cotteswold Dairy is one of the UK's leading independent, family-owned dairies. We support local farmers and communities by delivering the freshest, finest quality products and first class customer service. Due to the company's family values and business ethos, we were delighted to be announced as the Family Business of the Year at the Food and Farming Business Awards 2015 at the House of Commons.

The Role: This role is based at our Tewkesbury headquarters, however, you will occasionally be required to carry out your responsibilities across our other depots.

- Managing all aspects of the Recruitment process, from placing adverts to taking part in interviews, producing offer packs, obtaining references and collecting proof of right to work.
- Completing Company inductions for all new employees & ensuring probation paperwork is completed.
- Providing Administrative support in relation to all HR and Payroll activities.
- Providing information and advice in a consistent and efficient manner covering all HR policies and procedures.
- Supporting Managers with employee relations issues, including; disciplinaries, grievances, sickness absence & performance management.
- Maintaining the HR database and producing reports, to ensure personnel information is kept updated.
- Promoting and administering employee benefits.
- Assisting with sourcing and delivering training e.g. customer service training.
- Providing cover for the Payroll Officer as and when required.
- Assisting the Payroll Officer with administration including; payslips, pension documentation and other standard letters.
- Any other duties, as assigned by the HR Officer or Directors.

Skills, abilities and knowledge:

- Considerable experience of Human Resources, with the primary responsibility for recruitment and administration.
- Possess excellent communications skills, interpersonal and organisational skills.
- Have the ability to prioritise a busy workload and work to tight deadlines.
- Possess up-to-date Employment Law knowledge.
- Excellent customer service skills, with the ability to liaise with people at all levels (including senior managers).
- A self-starter with the ability to use own initiative and adopt a pro-active approach.
- Competent with Word and Excel packages.

The Requirements:

Essential

- Certificate in Personnel Practice (as a minimum, with the plan to progress to full CIPD status).
- Previous HR experience, working within a complex business environment.
- Strong IT Skills.
- Strong understanding of Employment law and good practice.
- Strong organisation skills and ability to prioritise tasks.
- Knowledge of the Data Protection Act.
- Willingness to travel to other depots.

Desirable

- Knowledge of Payroll systems, ideally Sage 50.
- Experience of working with HR systems and producing reports.

If you believe you fulfil the above criteria, please complete an application form (available at www.cotteswold-dairy.co.uk), and write a covering letter, detailing why you believe you are the best candidate for the role.

Post your application to Rachel Woodley – HR Officer, Cotteswold Dairy Ltd, Dairy Way, Northway Lane, Tewkesbury, Glos. GL20 8JE. Alternatively, email it to hr@cotteswold-dairy.co.uk.

