HR Assistant

Salary £28 000- £30 000 per annum + competitive benefits

Permanent full time or part-time opportunity

We are currently looking for a HR Assistant to join our team! This is a great time to join Skillnet, HR is undertaking exciting projects, we will support and offer you the opportunity to undertake a CIPD qualification and the ability to learn and gain further skills in HR. We offer a competitive benefits package plus further development and training with this opportunity.

Skillnet is a specialist provider of Apprenticeships in the automotive sector. Operating nationally, each year we manage the training for more than 4000 people. We run the national Apprenticeship Programmes for Ford, DAF Trucks, and Scania Great Britain as well as programmes for independent motor businesses.

The role consists of assisting in running the day to day function of the HR Department and employee relations. You will be responsible for the employee lifecycle (onboarding offboarding), payroll, data input & maintenance, employment law, provision of management information and reports maintaining and updating benefits. The successful candidate will need to have prior experience in an HR role or function and have strong HR generalist skills.

The HR department is a fast-paced and demanding environment. The successful applicant will need to have the ability to :

- multi-task manage time and prioritise
- an aptitude with Systems and a good knowledge of Word, Excel, PowerPoint, and Outlook
- ability to interact with senior management and Directors
- have strong communication skills (written and verbal)
- excellent administration
- organisational skills.

We are an outgoing, professional and positive team. This opportunity is fantastic for someone to further their career. Full training including CIPD qualifications is available.

If this is of interest, please hit the apply button and let's have a chat in more detail about the role and the company.