



NORBAR TORQUE TOOLS LTD

JOB DESCRIPTION

JOB TITLE: HUMAN RESOURCES OFFICER

RESPONSIBLE TO: HUMAN RESOURCES MANAGER

OVERALL PURPOSE OF THE JOB:

To assist the Human Resources Manager in the provision of a comprehensive HR function within Norbar.

KEY TASKS:

1. To assist Managers in the recruitment and selection of labour to meet the current and future needs of the business.
2. To participate in the Norbar Induction programme taking new employees through the necessary documentation and Employee Information Binder ensuring that new employees understand the policies and procedures of the company.
3. To answer routine enquiries from Managers and staff on a variety of HR issues, best practice and company policy.
4. To prepare documentation for contractual changes including those arising from family friendly policies.
5. Where necessary, participate in the stages of disciplinary and grievance hearings.
6. To work with HR Manager in the organisation of the annual salary review, KPI's and management information.
7. To work with Managers in investigating accidents/near misses ensuring preventive actions have been put in place.
8. To interview work experience students liaising with HR Assistants in the organisation of placements.
9. Any other duties/projects as required by the HR Manager.