

HR Assistant (30 hours - to be agreed)

Starting salary circa £20,000 per annum

Responsible to the HR Manager and part of a small team, you will provide an HR administrative service to support 300 employees across 3 shifts.

You will be involved in setting up and processing recruitment campaigns, induction programmes, training and development activities and answering routine questions on pay, benefits and conditions of service.

You will have excellent advanced IT skills, especially Excel to provide analytics and management information. You will also have the ability to handle a number of projects simultaneously. Previous experience of working in a busy HR function is essential and a level 3 Diploma/Certificate in HR practice would be an advantage.

Norbar also offers a non-guaranteed profit related bonus, contributory pension scheme, life assurance, an award winning restaurant plus other lifestyle benefits.

Closing date for all applications: Tuesday 27 June 2017

We reserve the right to interview and appoint before the closing date.

For an application form please contact Beverley Fuller, Human Resources Assistant, Norbar Torque Tools Ltd, Wildmere Road, Banbury, Oxfordshire OX16 3JU, Telephone 01295 753644.

Alternatively you can download an application form at www.norbar.com. CVs will not be accepted without a completed application form.

Strictly No Agencies