



We currently require a:

HUMAN RESOURCES OFFICER

JOB ROLE

- Providing advice and guidance on all HR Matters
- Ensure that all company policies and procedures are being complied with.
- Responsible for ensuring an efficient Recruitment and Selection process is being conducted.
- Updating and maintaining all records appropriately and sending out relevant daily, weekly and monthly reports.
- Responsible for following the Absence Management process in conjunction with department managers.
- Responsible for the co-ordination of occupational health and liaising effectively with all concerned.
- Conducting investigations, disciplinaries and grievances with relevant departmental manager in a timely manner.
- Ensuring a high degree of accuracy and confidentiality is maintained at all times within the dept.
- Proactively working with employees at all levels of the business.
- Ensuring performance management process (KPIs) is being adhered to across the site and relevant reports are updated in a timely manner.
- Participate and Support in Group HR Projects

REQUIREMENTS

- Educated to degree level in either HR or Business related discipline combined with at least 2 years, previous experience in an HR Officer role is essential OR educated to A Level or equivalent combined with at least 5 years experience in a HR Officer role
- Proven Knowledge of employment legislation
- Professional Work Ethic combined with the ability to ensure integrity and confidentiality is always followed
- Excellent communication skills both written and verbal is essential
- Able to demonstrate excellent business decision making and negotiation skills
- Proactive approach and able to work on own initiative
- Excellent interpersonal skills are essential
- Ability to work as part of a team
- Good planning, organisational skills, and attention to detail and able to meet deadlines
- Good IT literacy
- Flexible approach is essential

For further information, and an application form, please contact:

Human Resources Department at Linden Foods Ltd
Granville Industrial Estate
Dungannon, Co Tyrone
BT70 1NJ

Telephone No. 028 87728347 Email : hr@lindenfoods.com

Closing Date: 5pm on Monday 18th October 2021

Linden Foods is an Equal Opportunities Employer