

HR CO-ORDINATOR

Established in 2006, The Centura Group is the holding company for several businesses supplying specialist construction services to the UK and international markets. Centura provides business support including Management, SHEQ, Finance, HR, and Training to the individual businesses. Provision of these services as a central function avoids duplication of resources, ensures a consistent Group culture and allows our specialists the freedom to trade effectively in their chosen sectors.

Our companies have been active for more than 65 years and are proud of their strong relationships with multiple and diverse clients and with offices in the UK and Australia. The creation of a safe and exciting workplace and a reputation for integrity and quality means that a Centura Group company may always be relied upon to give the very highest levels of performance to our customers.

We are looking for a HR Co-Ordinator who wishes to have a long-lasting career within our Groups HR Department.

You will be working on a variety of interesting and challenging projects in the HR sector. You will be joining a growing team of like-minded people that have a passion for innovation and delivering innovative solutions with an opportunity to develop the role and enhance your career.

As HR Co-Ordinator, you will be responsible for supporting the overall delivery of multiple projects.

The hours will be full-time and you will be based at our Mitcham office in Surrey and occasionally, may need to travel to our other regions i.e. Bristol, Chesterfield, Falkirk and London, with some overnight stays.

As HR Co-Ordinator you will report to the HR Executive and will work in a business-critical role. Day to day duties will consist of:

- High knowledge of Employment law.
- Liaising with the Business Unit Managers for their recruitment requirements and liaising with team members.
- Writing and placing job adverts , drawing up profiles,, liaising with recruitment agencies, sourcing potential candidates using our company LinkedIn, Facebook, Indeed and the like.
- Sending out job offers.
- Carrying out references.
- Undertaking review meetings with Managers.
- Delivering high quality reporting by reviewing and preparing the monthly recruitment reports.
- Budget and challenge any areas of overspend on recruitment.
- Maintaining good communication and support for the whole of the Group.
- Responding to all questions and issues as and when they arrive.
- Making sure that all visas and passports are updated.
- You will be part of our EDI support group.
- Closing activities including reporting within deadlines.
- Liaising with the auditors for the audit engagement and annual and periodic statutory audits.
- Updating all company handbooks and HR policies and procedures as and when required
- Filing
- Maintaining and Updating of all personnel files.
- Prepare, delivery and evaluate surveys.
- Support the team in maintain the HR Systems.

Your Profile:

- You will be required to have previous experience in the HR with a minimum CIPD Level 5, working towards Chartered – Level 7.
- A high degree of knowledge within recruitment sector from start to finish.
- A high knowledge of employment law.
- Support in taking notes at investigations, disciplinarys, grievances and employment reviews.
- Excellent communication skills.
- Experience of reporting within weekly, monthly and quarterly deadlines.
- Good IT Skills and confident using Microsoft Word, PowerPoint and Excel.
- Experience of producing reports and data analysis.
- Excellent accuracy and attention to detail.

What's in it for you?

- Competitive Salary.
- Excellent training and career progression opportunities.
- 26 – 28 days annual leave.
- Paid Bank Holidays.
- Pension scheme.
- Life Assurance.
- Private health care.
- Bike to work scheme.
- Free eyecare vouchers.
- Free Parking

Please send your C.V to Sharon O'Sullivan, Group HR Executive – sosullivan@centuragroup.co.uk