

HR Administrator – Omega Plastics Group

Who we are and what we do:

The Omega Plastics Group comprises two businesses – Omega Plastics and Signal Plastics. We provide high quality plastic injection mould tooling, components, assembly and technical solutions on time and with exceptional customer service.

Omega Plastics operates across four main sectors: industrial and technical, consumer, automotive and medical. We specialise in low to high volume plastic injection moulding using 13 injection moulding presses, ranging from 30 to 330 tonnes. In addition, we integrate plastic mouldings into more complex assemblies which we manage on behalf of our customers. We hold ISO 9001 and IATF 16949 certifications and are based in a 45,000 sq. ft facility on Team Valley Trading Estate in Gateshead, which is also our group head office.

Signal Plastics specialises in high volume plastic injection moulding and assembly, with 13 injection moulding presses ranging from 40 to 1,300 tonnes, some with robot demoulding and packing capability. Its customers include some of the biggest names in the automotive and industrial and technical products sectors. It is based in a 43,500 sq. ft facility on Bentall Business Park in Washington.

The group is growing, with a workforce of over 170 colleagues (from 90 in 2019) across both businesses and we continue to invest in our people, infrastructure and facilities. Our people are key to the success of the business. We offer a competitive salary and benefits package and invest in the training and development of our colleagues.

Find out more about us here: <http://www.omegaplasticsgroup.co.uk/>

The vacancy

We are recruiting an **HR Administrator** to work as part of our friendly and supportive HR team.

This is a fantastic opportunity for someone with the right skills and enthusiasm. You might be interested to start a career in HR or look for the satisfaction of a rewarding and varied role, supporting our people strategy in a dynamic and growing business. Previous experience in an HR administration role is desirable but not essential. If you have the right technical skills, attitude and enthusiasm we will provide appropriate training and support.

It is a permanent, full-time role. You could be based mainly either of our sites (Team Valley or Washington). As it is a group role, you will spend time at both sites, and we can discuss this further at interview.

Pay and benefits

We offer a salary between **£20,000 – £23,000** (depending on qualifications, skills and experience), 25 days annual leave (plus the usual public holidays), death in service, company pension, non-contractual bonus scheme, employee assistance programme, Cycle to Work scheme, work wear provided, free hot drinks and other benefits.

To apply for this role, please send a covering letter setting out why you are suitable for this role together with a CV setting out qualifications and experience to careers@omega-plastics.co.uk by 5pm on Monday, 29 August 2022.

Main duties and responsibilities

Main duties include:

- Recruitment administration – type and publish job adverts to recruitment sites, schedule interviews for hiring managers, manage the process for responding to all candidates
- Onboarding - prepare pre-employment paperwork, administer the induction and probation review processes
- Leavers – ensure the leaver process is followed, including preparation of relevant letters, liaison with payroll and managers
- Performance, training and development processes – maintain the diary for reviews and ensure necessary documents are completed and filed
- Employee relations procedures such as absence management, disciplinary and capability processes – help with scheduling meetings, preparation of letters and supporting documents.
- Maintaining central holiday and absence records
- Providing relevant and accurate pay information to our payroll administrator
- Being a point of contact for colleagues across the Group for day-to-day queries
- Ensuring compliance with the GDPR
- Typing and formatting a variety of documents including letters, policies, contracts, colleague updates and reports for the HR Officer Manager
- Other administrative tasks as required to support the work of the HR function

The ideal candidate:

We are looking for someone with the right skills and attitude to support our team. These include:

- Excellent technical skills using Word, Excel and PowerPoint to create and format a variety of documents and reports
- High level of attention to detail
- Being highly organised with the ability to successfully multi-task and prioritise workload, manage own time effectively and take ownership of projects and tasks
- Understanding the importance of and ability to maintain confidentiality and data security
- Excellent professional communication skills at all levels of contact and in a wide variety of situations
- Ability to work collaboratively as part of a diverse team including HR and payroll colleagues as well as colleagues and managers across the Group
- Desire to support delivery of our people strategy by providing an excellent experience for our colleagues and recruitment candidates
- Positive attitude to respond flexibly to change in a fast-paced and agile manufacturing business
- Support continuous improvement of our processes by questioning and suggesting changes

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