



HR Administrator –Apprenticeship – Level 3

This is an excellent opportunity to join an established company in the heart of Staffordshire. You will be responsible for providing administration support to the HR department, taking on varied duties which will involve working with people at all levels of our business.

About JCB Finance

Our office is in Rocester, Staffordshire - near to JCB's World HQ. We serve in a niche market sector known as asset finance. We provide lending to the construction and agricultural sectors which means we play a big part in supporting UK businesses and our lending balances exceed £1 billion. Our people are integral to the service that we provide to our customers.

HR Administrator responsibilities include:

- New starter on-boarding & induction
- Payroll submissions
- Benefits administration
- Holiday and sickness record monitoring
- HR and Health & Safety admin and support
- Maintaining HR databases
- Salary review, bonus scheme and performance management admin
- Learning and development support and admin
- First point of contact for general enquiries

Skills, knowledge & behaviours:

You will be honest, hard-working and enthusiastic and have an interest in working with people to help ensure long term engagement and employee satisfaction. If you are not experienced now, by the end of the apprenticeship we will help you to be:

- confident and able to work with a range of people
- customer-focussed
- a competent communicator
- organised and able to meet deadlines
- accurate and thorough
- competent in this area of work

Qualifications:

- Minimum of 5 GCSEs grade C/5 or above including in Maths and English.
- **Important:** to be eligible for the role and training, you must not already have a level 3, or equivalent or higher, qualification in human resources.

You will be rewarded with:

- A permanent contract upon successful completion of the apprenticeship
- Competitive salary whilst training, with a salary review on successful completion of the apprenticeship
- 25 days paid holiday and Bank Holidays each year
- Generous pension scheme
- Private healthcare scheme
- Subsidised gym facilities on-site
- Employee loan scheme (subject to criteria)
- Performance-related Bonus Scheme
- Working - Monday to Friday, 8.30 am to 4.45 pm, with 45 minutes lunch break

Training:

- Level 3 HR Support Apprenticeship (18-24 months)
- CIPD Foundation Certificate in HR Practice, & CIPD Student Membership
- Blended learning and study method includes virtual learning & End Point Assessment based on a portfolio of work-based evidence and knowledge-based discussion.
- One day per week is allocated for mandatory study; usually on-site in our study area.

Interested? Here's how to apply:

Please download an application form at <https://www.jcb-finance.co.uk/careers>. Please return completed application forms to:- humanresources@jcb-finance.co.uk. Please apply not later than Monday 3 February 2020.