

Job Title: HR Administrator Apprentice

Reporting to: HR & Ethical Manager

Direct Reports: N/A

Hours: Mon – Fri 8.30 – 5pm

Location: Orchard Farm, School Road, Salford Priors

Job Purpose: To provide effective and efficient HR administrative support.

Main duties and responsibilities:

- To create and maintain accurate personnel files
- To administer recruitment campaigns including placing recruitment adverts, responding to applications, preparing interview packs and support as required for interviews
- To prepare employment documentation including contracts, induction programmes, probation confirmation correspondence, etc
- To administer induction programmes
- To administer to HR KPIs including starters, leavers, absence, etc
- To take notes at relevant meetings as required
- To assist with health and safety requirements such as conducting risk assessments
- To liaise with internal and external stakeholders
- To respond to HR related queries in a timely manner
- To undertake any other duty commensurate with the role



Person Specification

	Essential	Desirable	Assessed
Education			
Minimum GCSE A to C grade or equivalent in maths and English.	X		Application
Experience			
Proficiency in Microsoft Office applications	X		Application/Interview/Test
Administrative experience		X	Application/Interview/Test
Creating and maintaining data records		X	Application/Interview
Data input		X	Application/Interview/Test
Skills			
Effective verbal and written communication skills	X		Application/ Interview/Test
Effective interpersonal skills	X		Application/Interview
Attention to detail and accuracy	X		Application/Interview
Ability to prioritise own workload	X		Application/Test
Ability to use initiative and work as part of a team	X		Application/Interview
Ability to maintain confidentiality	X		Application/Interview
Ability to embed and live ASF Values	X		Application/Interview



**Angus Soft Fruits
Company Values and Behaviours**

Integrity – we do the right thing; we meet industry standards

- Demonstrates an honest, ethical and authentic approach
- Honours agreements and so forms reliable, long term relationships
- Remains polite, courteous and respectful at all times
- Gives and receives objective, constructive feedback
- Trusts the team to deliver results
- Has an open and honest conversation to improve performance when necessary

Exceed – we over deliver

- Sets clear SMART targets and priorities
- Explores opportunities to exploit ASF points of difference
- Ensures colleagues have personal development plans
- Works with customers and colleagues to solve challenges
- Takes a positive approach and focuses on being the best

Efficient – as experts we continuously seek to improve our supply chain processes and costs

- Is organised and does the right thing at the right time
- Communicates clearly and concisely
- Looks to simplify work and make things more efficient
- Keeps commitments made to colleagues and customers
- Avoids unnecessary waste and costs to improve profitability
- Prepares well for meetings, manages the agenda and follows up on actions

Innovate – we develop new varieties and other creative approaches

- Encourages new ideas
- Challenges the status quo
- Understands our market place; customers and consumers
- Encourages people to take a wider view eg by shadowing colleagues in other parts of the business
- Is brave to try new ways of working
- Finds ways to promote the products as part of a healthy lifestyle

Collaborate – we work closely with colleagues, customers and suppliers to build long term relationships

- Treats people like people rather than costs
- Builds meaningful, supportive relationships
- Ensures everyone has clear roles and responsibilities
- Listens and uses appropriate words and body language
- Is positive, motivational and enthusiastic; a good role model
- Presents solutions to problems and challenges
- Works together as One Team to achieve results
- Praises and celebrates successes

