



HUMAN RESOURCES ADMINISTRATOR – BARNESLEY

Ardagh Group Ltd, a premier supplier of glass containers to the food and beverage industry is currently seeking to recruit a full time Human Resources administrator located at the Barnsley Business Unit.

Applicants will ideally be CIPD qualified or actively working towards their professional qualification, with a solid background in employee relations and dealing with day to day operational issues. Experience in a generalist HR role, including working with managers, supervisors TU representatives on all aspects of HR practices is essential. Experience within a manufacturing environment would be advantageous.

Other key responsibilities of the role include:

- Ability to carry out administrative duties as required in the day to day running of an HR department.
- Ability to operate computer systems (EHRM).
- Ability to respond to employee queries quickly and effectively.
- Ability to deal with disciplinary and grievance issues that may arise.
- Ability to take control of Absence Management.

You should also have:

- Excellent communication skills.
- A dynamic approach with the ability to work proactively.
- Excellent organisational skills.
- Discretion.
- Accuracy and attention to detail.

In return we offer a competitive salary, 25 days holiday and a salary based contributory pension scheme.

If you are interested and feel you have the necessary skills and experience, please forward your application to:

Mrs Pam Woodward, H R Manager,

Ardagh Glass, Burton Road,

Monk Bretton, Barnsley, South Yorkshire S71 2QG.

Closing date for applications:

Friday 24th February, 2012