

## HR Administrator

An exciting opportunity has arisen for a HR Administrator to work within the HR department at Banner Chemicals Limited on a 12-month Fixed Term Contract. We strongly believe that the HR Function is pivotal to the success of the organisation and are looking for an additional person to help the team drive business performance by championing better work and working lives. The successful candidate will work within a team of HR professionals and will deal with HR related queries and administrative tasks. The role would suit and individual with some HR Generalist Experience or a strong desire to succeed in a HR related field.

## About 2M

The 2M Group Company, is headquartered in the UK. With customers all over the world, they strive to deliver chemistry-based solutions for a better life today and a better world tomorrow. We supply chemicals and offer technical knowledge worldwide for a range of industries including Household, Industrial and Institutional Care, Automotive, Aerospace, Oil & Gas and Water Utility industries. As part of the 2M Group of Companies, we provide customers with market leading commercial and technical expertise.

## What we offer

**Job type:** Fixed Term (12-month Maternity Cover)

**Salary:** Competitive

**Work environment:** A mix of home and office working.

**Location:** Head Office , Runcorn

## Key Responsibilities

- Deal with all HR related queries and be able to offer constructive and technical advice.
- Assist with the processing of information into our HR System (Cascade.)
- Assist with recruitment related tasks.
- Work with key stakeholders within the organisation.
- Ensure all probationary and appraisal processes are up to date.
- Provide support to our staff whilst promoting our company values.
- Support and provide administrative support for our Learning and development function.
- Promote and support STEM education within our organisation.
- Work collaboratively with other 2M Group companies on HR Related initiatives.

## Skills, Qualifications & Experience

### Essential

- Strong Communication skills
- Able to handle confidential and sensitive information
- Be extremely organised with a strong eye for detail.
- Have some familiarity with Employment law legislation.
- Have a keen interest or some experience in STEM education.
- Display strong academics.

### Desirable

- 6 to 12 months experience in a similar role.
- Working towards or have achieved a level 3 or 5 CIPD Qualification.
- Ability to travel to operational sites if required.
- Educated to degree level.
- Have some experience of working with Cascade.