



**leadec**

**My mission. My team: Leadec.**

For our Coventry Wheel and Tyre Operation we are seeking a:

## HR Officer (m/f/d)

### Your mission:

- The delivery of proactive advice and support to the Site Management team on a range of employee relations matters, enabling them to undertake key HR activities. This is to be delivered in line with Company policy, best practice and employment law. This position also assists the Central HR team in rolling out HR initiatives and activities across the site.
- Support recruitment campaigns for hourly and salaried vacancies and deliver onboarding programmes for all new salaried starters. Undertake regular HR audits for hourly paid employees to ensure files comply with Employment Law and company policy. Provide weekly / monthly trackers, report and statistics to site management and Central HR.

### Your Profile:

- **Qualifications:** be part CIPD qualified or hold a relevant degree.
- **Knowledge:** thorough up to date knowledge of current UK employment law and HR best practice and commit to continued professional development.
- **Experience:** previous experience of working in an HR generalist role managing high volume employee relations casework along with working within a unionised manufacturing environment, preferably within the automotive industry.
- **Demonstrable skills:** possess excellent organisational, communication and IT (Microsoft Office) skills, with the ability to coach and influence managers in a diplomatic and appropriately assertive manner.
- **Personal attributes:** Confident, assertive, resilient, proactive and enthusiastic. Have the ability to work under pressure, meet tight deadlines, self motivate and be able to deal with confrontational situations when faced with adversity.
- **Languages:** Very good knowledge of English.

### What we offer:

- Market Leading Salary
- Company Pension scheme
- Life assurance
- 33 days leave (inclusive of bank holidays)

### About Leadec

As service specialist to the manufacturing industries we put our heart and soul into what we do. Our customers have been relying on us for almost 60 years now. Our expertise revolves around the factory of today and tomorrow: We plan, simulate, automate, install and commission. With our maintenance, technical cleaning, facility management and logistics services, we ensure in the background that our customers' production runs optimally. And how do we do that? We're people who get things done, problem solvers, allrounders and we're great at dealing with emergencies where necessary. But above all, we're here to help.

**If you would like to register your interest in this position, please send your CV to:**

**Paula Reid**  
HR Advisor  
[Paula.reid@leadec-services.com](mailto:Paula.reid@leadec-services.com)

### Leadec Limited

Coventry Wheel & Tyre  
Torrington Avenue  
Tile Hill  
Coventry  
CV4 9HL

