

HR Officer



Ormskirk, West Lancashire



Up to 24,000 Per Annum –
depending on skills and experience
plus benefits



www.NSG.com

www.Pilkington.com/Careers

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WHO ARE WE?

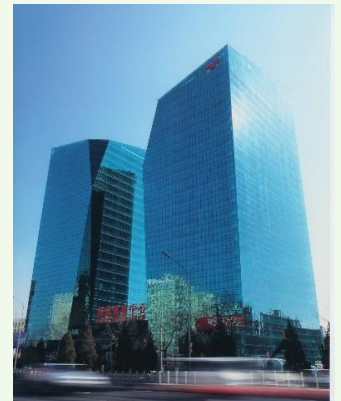
The NSG Group is a global leader in glass manufacturing in three business areas: Architectural, Automotive and Technical Glass.

Our mission is to be the global leader in innovative high-performance glass and glazing solutions, working safely and ethically.

THE ROLE

This is a fantastic opportunity to learn from our experienced HR Team and develop your general HR Knowledge.

The successful applicant will be required to work as part of the HR Shared Service team, working effectively with the other HR Officers and Payroll administrators as required. Providing HR Administration services together with advice and support to employees, line managers and HR Professionals. Responsibilities include recruitment, inductions, maternity, paternity, benefits, performance, salary reviews and terminations. In addition the job holder will be responsible for maintaining electronic HR data and carrying out specific project work as requested by the business HR professionals.



WHAT ARE WE LOOKING FOR?

You and your Skills

- Excellent communication skills
- Administration experience within a HR department is essential. Experience of working in a HR Shared Service environment would be an advantage
- High level of attention to detail and accuracy
- Self-motivated and well organised
- Ability to prioritise own workload is essential
- Polite, professional and have a confident manner
- Flexible and a friendly attitude required
- Able to work at a fast pace
- Strong IT Skills
- A full UK driving licence and car ownership would be an advantage due to limited public transport to the site

Benefits

- 25 days holiday (pro-rated)
- 34 hours per week
- On site car parking
- On site electric car charging ports
- On site canteen
- Bonus Scheme
- Pension Scheme
- On site fitness activities and events
- Flexibility with working hours
- Hybrid working

We give everyone an equal opportunity to contribute to their full potential and harness the richness of ideas.

If you believe you can take on the challenge, we very much want to hear from you. Application is by CV and covering letter to RecruitmentVacanciesUK@pl.nsg.com quoting job code **PUKL P21-03**.