

HR ASSISTANT

Full time office based

This is a new and exciting opportunity to join our HR team to support the continued growth of an established family-owned business in Leeds. Wilson Power Solutions are a leading manufacturer and supplier of electrical power distribution equipment and pioneers of ultimate low loss amorphous transformer technology. Our flagship product saves money, saves energy, cuts carbon and offers an innovative solution to the worldwide challenge of reducing energy wastage.

Reporting to the HR Manager, the successful candidate will play a vital role in the administration and support of the HR function.

Key Responsibilities:

- Provide general administrative support to the HR department, including maintaining employee records, handling correspondence and updating HR systems
- Assist with the recruitment process, including posting job advertisements, scheduling interviews and preparing offer letters
- Support the onboarding and induction process for new employees
- Input and maintain accurate employee data in the D365 HR module
- Assist in administration of the company's LMS
- Ensure compliance with GDPR and handle sensitive information with discretion
- Organise the Directors diaries and book appointments
- Arrange meetings both internal and external
- Book travel, hotels, meeting rooms and arrange refreshments
- Organise company events

Skills, Knowledge & Experience:

- Experience of working in an HR administration role essential
- Proficiency in HRMS platforms; familiarity with D365 is an advantage
- Excellent I.T skills with working knowledge of Microsoft Office Excel
- Basic understanding of UK employment law and HR practices
- Experience working with Learning Management Systems is a plus
- Strong organisational and communication skills
- Strong attention to detail
- Ability to adapt to new technologies
- Commitment to maintaining confidentiality and data security
- Good interpersonal skills with a 'can-do' attitude and proactive and adaptable approach to work
- Full driving licence essential

Salary and benefits:

- Salary negotiable depending on experience
- 37.5 hours per week Monday to Friday, office based
- 25 days holiday per year plus bank holidays
- Company Profit Share Scheme
- Healthcare Cash Plan and Employee Assistance Programme
- Electric Vehicle salary sacrifice scheme
- Pension
- Parking on site

Please email your CV along with a covering letter, detailing your current salary, to hr@wilsonpowersolutions.co.uk. All applicants must be able to demonstrate their right to work in the UK. No Agencies.