

come and work with us

The Barhale logo consists of a yellow square with a white circle inside, followed by the word "Barhale" in a bold, white, sans-serif font.

HR Apprentice

The Role:

The HR Apprentice will support the HR team in providing an efficient and streamlined service to the business with regard to all HR-related administrative tasks. This role has a wide remit which includes input to all HR admin and is an important support role to the business. Effective administrative support is vital to the smooth running of the department.

Key Responsibilities:

Provide administrative support (including, but not limited to; processing paperwork, filing, dealing with mail, checking invoices, creating reports, gathering information, ordering IT equipment, making bookings, arranging meetings etc for all elements of our people processes:

- Recruitment and selection
- Pre-employment and new starter processes
- Learning and development administrative support
- Employee benefits
- Exit processes

Key measures & targets:

Following all HR procedures and carrying out duties as directed by your line manager

Key relationships:

HR Team

All levels of staff within the Company, in different Regions

Person Specification:

The successful candidate is likely to meet all of the following criteria:

Essential

GCSE English and Maths at grade A-C or equivalent

Excellent organisational skills with the ability to work alone without constant direction

Excellent eye for detail

Excellent communication skills with the ability to communicate at all levels

Ability to prioritise workload and consistently meet deadlines

Ability to use Microsoft Office suite

Possession of a confident but helpful manner

The ability to maintain confidentiality at all times and in all circumstances

Desirable

Administration experience

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Benefits:

We operate a flexible benefits scheme, which provides a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

About Barhale:

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 600 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

Water: Civil Engineering, Tunnelling, Pipelines and Utilities

Transport: Rail, Aviation, Waterways, Highways and Bridges

Energy: Power Generation, Power Transmission and Distribution, Waste

Developer Services: Civil Engineering across private sector developers UK wide

Specialist Businesses: Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to careers@barhale.co.uk.

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.