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Engage, Learn and Develop with Barhale

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. Effective administrative support is vital to the smooth running of the department.

You will be an enthusiastic and committed individual who is keen to obtain an entry level role, obtaining practical experience of working within the HR admin remit at the same time as undertaking college studies.

Key Responsibilities:

Provide general administrative support for all elements of our people processes. This includes, but is not limited to:

- Processing all new starter details into the system and making up personnel files
- Maintaining starter pack contents and issuing as appropriate
- Chasing any missing new starter paperwork including evidence of qualifications
- Requesting and chasing employment references and pre-employment medicals
- Checking and filing all health surveillance/D&A testing records
- Providing monthly reports to fleet, benefits, and occupational health providers
- Assisting with annual projects such as collation of PDRs and input of new salaries/incentive scheme payments
- Assisting with business-wide mailings including mail merge, checking, printing and issuing
- Filing, dealing with mail, booking meeting rooms, or any other assistance as required by the team

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

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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

Benefits:

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

- 5% Company pension contribution (if eligible under Auto Enrolment rules)
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

In addition you may be eligible for entry into the Company's non-contractual bonus scheme, based upon, among other things, the performance of the employee and of the business unit and/or Company.

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.