**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
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.