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INVISIBLE.**

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FUCHS is the world's largest independent supplier of innovative lubrication solutions, covering almost every industry and application. Our products and solutions keep the world moving even though they are not always visible. What matters is that each of our over 6,000 employees in over 50 countries is visible – their entrepreneurial spirit, ideas, and skills are the foundation of our global business. Come be seen at FUCHS by joining us as:

## **Apprentice HR / Payroll Administration Assistant**

**Location:** Hanley, Stoke-on-Trent

**Hours of Work:** 9.00am-5.00pm Monday to Friday (35 hours per week).

### **Your areas of responsibility:**

- Assist in providing business support to the HR and Payroll team.
- Process payroll changes, liaise with line managers for information, and maintain employee records.
- Assist in recruitment, selection, and induction processes, including liaising with candidates.
- Administer starter, leaver, and change processes.
- Organise occupational health medicals.
- Assist with HR-related projects.
- Act as an effective team member, assisting others as required.

### **Attributes we are looking for:**

- The ideal candidate should be proactive, detail-oriented, and willing to learn. Strong organisation skills are essential for success in this role.
- Excellent IT skills are essential.
- Numerate and accurate.
- Demonstrate a can-do attitude and adopt a flexible and resourceful approach.
- Act confidentially and professionally at all times.

### **What to Expect:**

- You will undertake a Payroll Administration apprenticeship. Afterwards, there will be further training and development opportunities within Human Resources.

### **These are your benefits:**

- Holiday entitlement above Statutory (24 days plus bank holidays), annual bonus scheme, pension scheme, free on-site parking, employee assistance program, long service awards, discounted private medical cover.

Do you have any questions? Nichola Hubball ([nichola.hubball@fuchs.com](mailto:nichola.hubball@fuchs.com)) or Susanne McClurg ([susanne.mcclurg@fuchs.com](mailto:susanne.mcclurg@fuchs.com)) will be more than happy to answer them!

Come be seen at FUCHS – join our team and move the world with us!  
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**MOVING YOUR WORLD**

