



Welcome to the FUCHS Group, the world's number one independent manufacturer of lubricants and related specialties. As a global company with roots in Germany, we expand the possibilities of whole industries, such as the automotive and aerospace sectors. Almost 6,000 employees look closer, dig deeper and think further to create innovations and develop markets. This is what drives and connects us. We encourage our employees to expand their potential and grow together with us. Explore your specialties by joining us as a HR Administrator

HR Administrator **Hanley, Stoke-on-Trent**

YOUR RESPONSIBILITIES

- Supporting recruitment activity across all levels / departments
- Completing new starter and leaver processes
- Maintaining sickness absence and disciplinary records
- Co-ordinating and supporting delivery of management training.
- Organisation of annual occupational medicals.
- Provide timely and insightful reporting and management information as required.
- Deal with queries promptly and professionally
- Fostering excellent relationships with leadership team.
- Undertake project-based work for specific HR/Executive Team business strategies & initiatives.
- Prioritise work and ensure timely and accurate completion of all aspects of HR administration / documentation to a high standard and in line with deadlines.
- Monthly payroll preparation and processing of 2 bureau payrolls per month.
- Supporting MD with administrative duties

THESE ARE YOUR BENEFITS

- Competitive Salary + Annual Bonus + Additional Benefits (including holiday entitlement above statutory, pension scheme, employee assistance programme, free on-site parking, discounted private medical cover, training opportunities and a supportive working environment)

Please send your application documents to: Nichola Hubball, HR Business Partner, nichola.hubball@fuchs.com or Susanne McClurg, HR Executive, susanne.mcclurg@fuchs.com

Please note due to the high number of applicants we receive, we are unable to respond to all unsuccessful applications.

Explore your specialties. Expand your possibilities.
<https://www.fuchs.com/uk/en/careers/jobs-at-fuchs/>

