



Excellent Opportunity in our HR Department

S&A Group is the UK's largest independent strawberry grower. The Group, which also has berry growing operations overseas and grows early UK asparagus, uses modern and innovative growing techniques to drive and support its thriving year-round soft fruit import business. Our principal customers include the major multiple food retailers.

We are excited to offer the opportunity for a full-time, HR Administrator who is looking for a place to start their career in Human Resources via the apprenticeship route. This role will be based in Marden, Hereford.

HR Administrator

To provide a timely, professional and confidential administration service and to communicate with internal and external customers in a courteous and helping manner, using initiative to find out answers to queries. To assist the HR department in the day to day HR activities related to S&A.

The main duties and responsibilities include:

- To provide a range of administrative support functions to the HR & Health and Safety department
- Accurate and timely input of data to relevant HR Systems and other H&S databases as appropriate
- To assist the HR department and H&S Manager with projects liaising with internal departments and external authorities and organisations as appropriate
- To maintain and keep up to date employees' personal files and HR and Health and Safety records. Undertake confidential scanning, shredding and photocopying as required by the HR department and to undertake delegated tasks as required.

Are you the ideal candidate?

The successful applicant will be able to demonstrate the following:

- Ability to multitask
- Able to work with confidential information
- Computer literate
- Effective Customer Service to internal & external customers
- Ability to work under pressure
- Accuracy and attention to detail

There is the possibility to go on to Level 3 Business Administration Apprenticeship with a full-time position at the end of the apprenticeship.

Working hours will be 11:00-15:30 Monday-Friday.

A full Job Description is available upon request.

Please apply either in writing to Jo Kennedy, Recruitment Manager, S&A Group, Brook Farm, Marden, Herefordshire HR1 3ET or by e-mail to vacancies@sagroup.co.uk and attach an up-to-date CV and confirmation that you have read our Candidate Privacy Notice, available on our website.

S&A Group is an Equal Opportunities Employer.



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