

## **HR Assistant**

**Kiwa UK**

**£20,000 - £24,000**

**Bishops Cleeve/Hybrid Working**

**Who are we?** Kiwa! A global top 20 Testing Inspection and Certification (TIC) organisation.

Active in industries from energy, to food, water, to consumer products to construction. With expert knowledge in these areas, we have Consultancy services specialising in Energy, Fire Safety/Certification/Engineering, Construction and in the Agri-food arena.

**Help us grow, we are recruiting!** Due to growth, we are looking for an energetic and innovative HR Assistant to join our HR team based in Cheltenham. The main purpose of this role is to support the HR Team and all Kiwa UK Business Units in all aspects of the HR function.

### **What will the role include?**

- Support HR Manager and Head of HR in their roles
- Work closely with the HR Assistant and cover in absence
- Maintain the HR 365 System with personnel files
- Maintain holiday and absence records
- Support the HR Lifecycle Project and other HR Projects
- Manage the onboarding/offboarding process
- Support the Recruitment Adviser as required
- Document control for HR Templates

### **Do you have what it takes?**

- Some HR knowledge or experience
- Experience of using HR Systems or equivalent
- CIPD part-qualified or qualified is desirable
- Methodical and conscientious
- IT Literate

### **Benefits**

- Hybrid Working
- 25 days holiday + Bank Holidays
- 37.5 hours per week (4pm finish on a Friday)
- Parking on site
- Enhanced pension
- EAP - Free, independent Employee Assistance Programme, offering confidential information, support, advice and counselling, 24 hours a day, 7 days a week, 365 days a year
- Life assurance
- Cycle to work scheme
- Working for a leading organisation that supports internal progression and promotion

**Why make a career at Kiwa?** We achieve results. Our values run through our business; 'We ARE Kiwa', Ambitious, Reliable and Engaged. That is how we interact not only with our colleagues and customers, but everyone we meet. We embrace the personal development of all our colleagues, we will encourage you to be ambitious, explore new ideas and help make our world a safer, more sustainable place.

We celebrate diversity and believe it makes our team stronger. We fully take advantage of the flexibility we have to hire Kiwan's from around the world and from any background. We give our team a work environment free from prejudice, discrimination and intimidation so they can do their best work and live happy lives. Inclusivity and equality are important to us, and we don't tolerate behaviours that don't follow these values.

**Interested?** If you would like to be considered for this role or require more information about the role, please contact or send your CV to [uk.careers@kiwa.com](mailto:uk.careers@kiwa.com)