



People Team Assistant- Andover

Who are we?

A pioneer of organic home delivery, Abel & Cole is a brand famous for seasonal organic fruit & veg. Since 1988 we've built close relationships with other brilliant organic pioneers in order to deliver a wide range of fantastic organic food to people's homes across much of England. We represent a refreshing alternative to supermarket shopping, but without being worthy or preachy. No air freight, no silly packaging, no nasty chemicals – just great food produced by people who really love what they do. We deliver to around 40,000 households and we employ nearly 600 great people. We consider ourselves bold, irreverent, genuine, friendly and honest, and it is crucial that this comes across in everything we do.

Role Summary

Flexible working/ Part time hours will be considered for this role.

Looking for some excitement? Looking to challenge your HR skills? You've come to the right place. You'll support the Operations People Team Manager and work with the wider team to give advice and assistance on a bunch of different HR topics and projects. You'll drive employee engagement and do your best to always improve People related activities. Our people are what make us great. They're at the heart of our success and we're committed to keeping this a great place to work, making sure that People matters are high on the to-do list. We will, of course, offer you full training and support to help you develop in your role alongside a host of benefits such as one of our delicious boxes free every week– just another little thing we do! If you are looking for something new then read on to find out more:

Here's what you'll be getting up to:

- Act as first point of contact for all employee People/HR queries.
- Ensure all personnel files are kept up to date, organised and held securely complying with data protection guidelines.
- Assist with updating and maintaining all HR documentation including policies and procedures as well as advising line managers on how to apply the policies practically.
- Provide employment law advice to managers on employee relation issues.
- Ensure all new starter and leaver processes are completed in a timely and effective manner Advise on sickness absence issues, including liaising with Occupational Health/GP's.
- Advise and provide support for line managers with all HR related matters.
- Administration of employee benefits where required.
- Provide assistance to the People Team Manager and Head of People and work collaboratively with other members of the People team.
- Run, maintain and develop People/HR reports to provide meaningful data to the business on our people.
- Support training across the company, including facilitating workshops, scheduling and organising training and development activities, where required.
- Provide support on all recruitment activities across the business, following the guidance of the company Recruitment Advisor.



Here's what we are looking for:

- Ideally you will have demonstrable HR generalist experience working within a multi-site operation / office environment.
- Strong administration skills.
- Ideally CIPD qualified or equivalent.
- Good understanding of employment law.
- Great organisational skills and experience of managing own workload to meet deadlines, using initiative where required.
- Excellent communication skills, both written and verbal.
- Excellent interpersonal skills and ability to build rapport with people.
- Meticulous attention to detail.
- The ability to work as part of a team.
- Competent at using Microsoft office packages, including Word, Excel, PowerPoint and Outlook.
- Previous experience of using an HR database desirable.

What we offer

- Salary up to 24k per annum dependent on experience
- This is a full-time position as we want to spend lots of time with your wonderful self – 37.5 hours per week Mon – Fri. **Part Time will be considered**
- 28 days inclusive of bank holidays running from the 1st May to 30th April.
- A free box of fruit and veg every week (It's pretty delicious!) alongside company discount of up to 35%.
- Cycle to Work Scheme.
- Grants for sport, performing arts, education and non-vocational courses.
- Contributory pension scheme

If this role sounds of interest, please send your CV and a short cover letter explaining your interest in the role to: careers@abelandcole.co.uk