



HR Manager

Reports to: Managing Director

Department: HR

Location: Luton (hybrid)

Are people at the heart of what you do? Do you enjoy implementing strategies, improving employee engagement and wellness in a fast-paced, changing environment where people are at the heart of the business?

We are looking for someone who will own and execute the end-to-end employee experience from interviewing through development to exit. Working with Managers to deal with employee relations and improve employee engagement as well as implementing companywide development plans and wellness projects.

In this role you will take ownership of Payroll and employee benefits; ensure all HR administration is 100% compliant with statutory requirements and be well organised. As we continue to grow, a significant part of your role will be recruitment and your experience will contribute to recruitment strategy, attraction, assessment and onboarding.

Key Responsibilities

Recruitment

- Working with managers to write job descriptions and post vacancies
- Screen applications, arrange interviews, carrying out first stage interviews
- Manage all the communications with the candidates, including providing feedback
- Verify references, issue contracts and relevant paperwork

Onboarding

- Keeping in contact with new starters before joining the business
- Ensure individuals have the right equipment, and an induction plan is in place for their start date
- Regular check-ins during the probation period
- Co-ordinate new benefits on successful completion of the probation period

Payroll

- Setting up new starters and processing leavers



- Ensure the payroll system (ADP) is accurate and updated with any changes, e.g., benefits, holidays, sickness absence
- Manage annual processes such as salary increases, P11Ds
- Manage employee queries
- Liaise with payroll provider to assist with changes and improve efficiency
- Verifying monthly payroll for Director approval

Employee Relations

- Provide advice and support to Management on employee relations issues, e.g., performance management, absence management, disciplinaries and grievances
- Ensure successful and timely resolution to ER cases, ensuring mitigation of risk and litigation is reduced, with access to a third-party employment-law service
- Manage Maternity, Paternity, Parental and Flexible Working requests, processing, and expedition of documentation
- Carry out any other duties appropriate for this post

Skills & Experience

- CIPD / HR Qualification, Bachelor's (Preferred)
- 3+ years' experience in a HR function
- Attention to Detail
- Approachable, excellent communicator and able to build strong relationships with employees
- Exceptionally well organised with project management experience
- Collaborative leadership style, able to influence others into action
- Motivated to learn, develop and improve employee's work experience
- Self-motivated, and able to work on own initiative; enthusiastic with 'can do' attitude
- Competent in Microsoft Programmes (Outlook, Word, Excel)
- Experience of a high-volume business (desirable)
- Experience of working within an SME (desirable)





Benefits

- **Holidays**
 - 23 days paid holiday plus National Holidays
 - After 3 full calendar years, an additional day is issued to a maximum of 30 days
 - The option to purchase an additional 3 days, with payments taken directly from the salary over the period of the remaining months of the year
- **Bonuses**
 - Monthly Sales bonus scheme when set targets are achieved
 - Yearly profit share bonus scheme when set targets are achieved
- **Pension**
 - Company contributes 5%, employees 3%. With access to a Financial Advisor
- **Private Health Care**
 - With the ability to add family members
- **Life Insurance**
 - 3 x annual salary
- **Company discount scheme**
- **Free onsite parking**

More about us:

At Europa we encourage a learning culture and support those who are keen to learn and take on additional responsibilities. You will have the opportunity to work for a progressive company that believes in employee engagement through training, promotion, and our core set of values - honesty, respect, can-do attitude, forward thinking and fearless.

Formed in 1974, Europa is a well-established distributor of electrical products supplying wholesalers, major catalogue companies and other mainline distributors across the whole of the UK. Our continual investment in products, people and systems allows us to provide an exemplary level of customer service, and industry leading technical support to an ever-expanding range of quality products and bespoke customer solutions which we build in Luton.

