



Job Description for HR Advisor (Maternity Cover)

Chess Dynamics provide electro-optical surveillance systems across the defence and security industries. We currently require a HR Advisor to provide Maternity Cover, supporting the HR team across all areas of our HR & Recruitment functions.

Key Responsibilities:

- Support the recruitment and selection of staff, including assisting with creating job adverts, posting online, CV database searching and filtering applications
- Speaking with potential candidates to establish suitability and to create shortlists, arranging interviews when required and liaising with candidates and agencies during the process
- Prepare new starter packs and relevant documentation, obtain references and support on-boarding
- Assist with the management of our Graduate and Student Program, building upon our relationship with Universities and Colleges.
- Support the administration of the Employee Benefits schemes
- Provide assistance with HR & ER policies, documentation and procedures.
- Ensure all current policies and procedures are up-to-date at all times and in line with current employment legislation
- Support the HR Manager with corporate reporting and documentation
- Maintain up-to-date records, such as personnel files, and monitoring the HR database regarding absences, holiday requests and sickness.
- Assist the HR Manager with general day-to-day HR tasks as required

The Successful Applicant:

- Previous experience within a HR and Recruitment role is required, ideally within the engineering or technical sector.
- You must possess the highest level of professionalism, integrity and confidentiality
- Excellent communication skills, able to work with people at all levels.
- A team-orientated approach and the ability to build effective working relationships
- Excellent attention to detail is essential with a proactive attitude

What's on Offer

A competitive salary with benefits including 26 days Annual holiday (Plus Bank Holidays), Contributory Pension & Income Protection

Contract: Maternity Cover

If you are interested in applying for this position, please forward your CV and Covering Letter to recruitment@chess-dynamics.com