



# FOLLOW YOUR FLOW

## HUMAN RESOURCES ASSISTANT

FULL-TIME (100%), PERMANENT

What unites us all around the world at Neoperl is our enthusiasm for the topic of drinking water. We offer you an exciting working environment in which you will support your colleagues in the development and production of sustainable products for the kitchen and bathroom industry with a sense of responsibility and passion.

### TASKS

- Provide a full HR administrative service to the business
- Support HR activities such as recruitment, on-boarding, L&D
- Create reports and presentations
- Help to promote employee well being and engagement activities
- Provide basic HR advice to Managers and employees

### PROFILE

- Good GCSE grades or equivalent . A-levels, level 3 CIPD desirable
- Experience of working in an HR department
- Excellent administration skills, accurate with attention to detail
- Have a passion for people management and well being
- Open minded and approachable
- Be a self starter and show initiative
- Fluent in English
- Mental Health First Aider (training can be given)



GOOD TEAMWORK



INTERNATIONAL COMPANY



EMPLOYEE ASSISTANCE PROGRAMME



DEVELOPMENT OPPORTUNITIES

**APPLY NOW**

No Agencies Please

Neoperl U.K. Ltd.

Louise Hughes | Head of Human Resources

Louise.Hughes@neoperl.com

Nimrod Works, Enigma Park | Malvern WR14 1GH | U.K.



[www.neoperl.com/career](http://www.neoperl.com/career)

flow, stop and go®