

JOB ADVERT

HR Advisor

Executive Network Group

Stoke-on-Trent

Hybrid remote

£38,000 a year - Permanent

Job details

Salary

£38,000 a year

Job type

Permanent

Full Job Description

Stoke

£38,000 + car allowance

Having recently won significant new business a decision has been made by my highly reputable client to bring in additional resource to ensure the HR service continues to offer the highest level of service to its internal customer base.

As such, a HR Advisor is required to provide a truly generalist service to a diverse internal customer base. You will predominantly be based at Stoke but there is an aspect of travel to 3 other locations, and whilst you will manage your own diary, the expectation is that you will travel to each site once every fortnight. These sites are all within a 45 minute travel time from Stoke.

Reporting to a HR Business Partner, and supported by an established HR Shared Service Centre (that deal with a lot of the transactional aspects of HR) you will support 300 employees and you will be involved in all aspects of the HR lifecycle.

To be considered for this role you will be:

An accomplished and experienced HR Advisor, eager to have exposure to a globally established business;

Happy in the knowledge that this site does not offer hybrid working – you will be on site 5 days per week;

Ambitious, happy to go above and beyond, eager to develop your skills and experience;

Confident in working in a fast paced blue collar environment, and as such, you will have recent experience of a similar industry/environment
(warehousing/logistics/distribution/transport would be ideal, but not essential).

If this role is of interest please send your CV to Matt Greenberg at matt.greenberg@networkhr.co.uk quoting job reference 268281099.

Hiring Insights

Job activity

Cover Letter

Marina Ivanova
10 ,Cherry Grove
ST3 2AS
Stoke on Trent

Dear Matt Greenberg,

I am writing to apply for the HR Advisor role that is currently being advertised on Indeed.com. Please find enclosed my curriculum vitae.

My resume demonstrates that I have valuable experience as a manager, which qualifies me for this position. At my previous job, I was responsible for advising team members on a variety of HR issues, including recruitment, employee welfare, and staff development.

I've acquired exceptional communication and problem-solving abilities through my work experience. Being a warm, personable, and organised person with a genuine interest in Human Resources, I am an ideal candidate for this position.

I am confident that my experience and expertise would be an asset to your HR department. I appreciate your consideration of my application.

I eagerly anticipate hearing from you!

Yours sincerely
Marina Ivanova

MARINA IVANOVA

Stoke on Trent, UK ST3 2AS ♦ 07397766413 ♦ marina.koleva.ivanova@gmail.com

Picker, 11/2019 – Current

Amazon – Stoke on Trent, UK

COVID-19 project

Consistent about meeting targets, following orders, and helping team members. Trained in safe practices and equipment operation.

Energetic employee well-versed in strong communication and organisation skills. Committed to seeking

solutions to problems and applying extensive analytical knowledge to findings. Adept at multi-tasking, leading group discussions and managing projects.

Loyal employee with solid understanding of training and mentoring employees. Dedicated team player, proactive and hands-on in task completion.

Committed manager with exceptional leadership, organisational skills, and communication abilities leads

high-performing cross-functional teams. Leads projects, company operations and business growth.

Personal Trainer & Nutritionist, 01/2017 – 08/2019

Xercise4Less – Stoke on Trent, UK

Grew customer base through word-of-mouth referrals based on customer satisfaction and results.

Designed and executed individual and small group exercise fitness classes and regimens.

Built clients confidence and ability through unrelenting motivation and dedication.

Built client capabilities through strength training, cardiovascular exercise and stretching.

Taught clients how to properly operate exercise equipment.

Devised specific workout systems for individual clients based on performance ability.

Maintained awareness of latest personal training techniques and best practices by researching trends.

Manager/ Owner, 01/2009 – 05/2015

Hamann Ltd – Varna, Bulgaria

Addressed customer issues with compassion and professionalism, ensuring swift, successful resolution.

Consistently exceeded productivity targets by monitoring and improving individual and team performance.

Applied expertise in team leadership to address productivity and performance issues, motivating staff to achieve targets.

Warehouse safety

Quality Control

Attention to detail

Team player

Self-motivated

Safety procedure compliance

GCSEs

(SOU) DIMCHO DEBELIANOV - Varna, Bulgaria

Combined HR and Payroll Diploma, 02/2023

PROFESSIONAL SUMMARY

WORK HISTORY

SKILLS

Education

New Skills Academy

Microsoft Excel Intermediate Certificate, 02/2023

New Skills Academy

UK Employment Law Diploma, 02/2023

New Skills Academy

Level 2 Diploma in Human Resources, 01/2023

NEW SKILLS ACADEMY

Payroll Diploma , 01/2023

New Skills Academy

