

LACPATRICK DAIRIES (NI) LTD

Wishes to recruit

HUMAN RESOURCES ADMINISTRATOR (Job Ref LP38)

(based at Artigarvan site)

The company currently has a vacancy for an HR Administrator (full time, subject to review). The successful candidate must have excellent knowledge with Microsoft Office and excellent communication skills. The ability to work with minimal supervision and deal with information in a confidential manner is also essential. The successful candidate will have a minimum of 5 GCSEs, to include Maths and English. The ability to demonstrate strong administrative, planning and organisational skills is crucial. It is preferred that the successful candidate will have a full driving licence and access to a car as some travel may be required. The successful candidate will also be required to provide administration support to other areas of the business, on occasion.

Previous experience in an administrative role would be desirable, as would prior experience using Time and Attendance and/or HR Information Systems. The successful candidate must be flexible in terms of hours of work and be willing to take on other duties, as and when required. Teamwork and the ability to work with others as well as the ability to use initiative are important aspects of the role.

We reserve the right to enhance our selection criteria at the shortlisting stage where and when this is required.

Application forms and further information may be obtained by e-mailing recruitmentni@lacpatrick.com or by telephoning or writing to:

Human Resources Department
LacPatrick Dairies (NI) Limited
47 Berryhill Road
Artigarvan
STRABANE BT82 0HN
Tel: (028) 7138 2275

Completed forms must be returned on or before Friday 22nd September 2017 at 5.00pm

LacPatrick is an Equal Opportunities Employer and we welcome applicants from all sections of the community.