

## HR Administrator

- Part Time (20 – 25 h/p/w)
- Competitive salary
- Excellent benefits package

# Protexin® Careers

This is a fantastic opportunity to join one of the fastest growing companies in the probiotic industry. We are seeking an enthusiastic and hardworking Human Resources Administrator to join our busy HR team, and support the continued business expansion. This role will be working between 20 and 25 hours per week which can be worked over 3, 4 or 5 days depending on the applicants availability.

With nearly 200 staff working at ADM Protexin Ltd the ideal individual will have excellent administration skills and attention to detail. Your main role will be to support the HR team with daily administration and HR tasks including:

- Maintaining the company training records to a high standard, ensuring records meet ISO and GMP standards, and are accurate and audit ready at all times.
- Maintaining all personnel records to a high standard and filing all documentation.
- Producing letters and documentation for new and existing employees as required.
- Assisting with producing all new employee induction packs.
- Sending out and collating monthly car report for field based employees
- Keeping notice boards up to date throughout the business
- Keeping the HR management system up to date and accurate
- Assisting the team with additional HR duties and projects as required by the HR Manager and HR Officer.

### Essential candidate skills:

- Previous experience in an administration role is desirable
- Knowledge of Microsoft Word and Excel packages is essential
- Excellent organisation skills, attention to detail, accuracy and precision
- Excellent communication skills
- Demonstrate a positive “can do” attitude
- Ability to maintain a high level of confidentiality
- Ability to work in a small team, as well as using own initiative

Your contribution to Protexin will be rewarded with a competitive salary and a range of benefits including excellent pension scheme, health benefits and 25 days annual leave plus bank holidays (full time equivalent).

To apply for this unique opportunity, please send your CV plus a covering letter giving to:

**Claire Rowswell – HR Manager** [recruitment@protexin.com](mailto:recruitment@protexin.com)

science  
and nature  
in balance