



## VACANCY

### Job Title: HR Administrator

**District:** Llandybie, Ammanford, SA18 3GY

**Hours:** 37.5 hours per week

**Duration:** Permanent

**THE COMPANY:** Morgan grp Ltd is an Award-Winning progressive company who is a market leader in their specialised fields, encompassing Morgan Marine Ltd, PSF Wales Ltd and Envico Engineering Ltd.

Together we design, manufacture & install Steel and GRP housings amongst other diverse products. Our Primary client base includes the Utilities and Construction sectors. Morgan grp is an ambitious, dynamic and professional organisation with over 50 years of manufacturing expertise in the Carmarthenshire and Swansea area and currently employs more than 250 people.

As the Group continues to thrive and our client base expands throughout British & Global markets, we are looking to strengthen our HR Team with a HR Administrator.

**The Role:** Reporting to and assisting the HR Manager in the day to day administration of HR and to support the reception function and administration across the group. Daily liaising with internal and external customers and suppliers.

**Required Skills:** Proven experience of working in a busy HR department is essential. High levels of confidentiality, diplomacy and tact required. Strong ability to communicate at all levels by phone in person and email. As the first point of contact you will have excellent customer service skills. Knowledge of the latest HR legislation. You will be methodical, organised and work well under pressure to meet deadlines. A high level of proficiency with Microsoft Office is required with the ability to utilise social media recruitment platforms.

**The Package:** TBC on application. We also offer a competitive benefits package including 31 days holiday rising to 33, Life insurance, Pension, Subsidised on site gym membership, Free parking.

**Closing date for applications: October 30<sup>th</sup> 2020**

Please apply completing the application form stating which role you are applying for with a copy of your CV to:

**E-mail:** [careers@morgan-marine.com](mailto:careers@morgan-marine.com)

*Morgan grp offers flexible working and are an equal opportunities employer.*

