

Vacancy Details

Employer	Graphic Plc
Job title	Training Administrator & HR Assistant
Closing date	30 June 2022
No of posts	1
Job categories	Administration
Salary	Negotiable (dependant on experience)

Primary Responsibilities: Support the daily functions of the Human Resource (HR) Department with particular emphasis on the Company training and development requirements.
 Capture instructions on how to perform various tasks within the business as part of a comprehensive approach to staff training.
 Plan and develop training systems and procedures to improve operating efficiency.
 Manage training activities and records.

- Main Duties:**
- Assist the HR Manager with job advertisements, posting onto various job boards and the Graphic website, assist with interviewing candidates and work with the team leaders/line managers in the final selection of candidates.
 - Assist the HR Manager with investigations, grievances, disciplinary matters etc.
 - Take notes at informal and formal meetings when required, type up and distribute to relevant parties.
 - Assist the HR Manager with preparing and up-dating HR policies and procedures, including training and development.
 - Resolve/offer advice to any employee queries in the absence of the HR Manager.
 - Provide support with any requests from the Managing Director as needed and provide timeous feedback if necessary.
 - Attending and contributing to HR & Training review meetings as well as internal and external audits.
 - Perform routine tasks required to administer and execute human resource programs including but not limited to: training and development.
 - Support colleagues in identifying their learning/training needs and helping provide opportunities to address these needs
 - Plan, develop and implement staff training and development, establish and maintain appropriate systems for measuring necessary aspects of staff training and development.
 - Monitor, measure and report on staff training, opportunities and development plans and achievements within agreed formats and timescales.
 - Contribute to the evaluation and development of training and performance in co-operation with the executive team and provide suitable interpretation to management and staff within the organisation.
 - Work with process experts and appropriate teams to capture information on how to perform job tasks throughout the factory.
 - Maintain job instructions/training material from the Skills Matrix and ensure the correct process is followed within the quality

management system

- Record training material in the form of job instructions and organise the review of such documents with senior experts to ensure content accuracy.
- Ensure availability of the physical resources (equipment, materials, premises, services and suppliers) required to carry out planned training activities.
- Prepare employees for starting by establishing and conducting induction and training programs.
- Any other duties as assigned/required.

40 hour working week, Mondays to Thursdays 8am to 5pm and Fridays 8am to 2pm.

Company information Graphic PLC has been established in CREDITON since 1968, with global manufacturing subsidiaries in the USA, Italy and China. We manufacture high performance printed circuit boards (PCB) in low to medium volumes for blue chip companies worldwide. The main markets are Military, Aerospace and Telecommunications. Graphic PLC CREDITON currently employs 190+ staff and operates 24 hours per day, 5 days per week.

Why Graphic PLC:

- Competitive salary
- Quarterly Company bonus scheme
- Contributory pension
- Death in service insurance
- Company sick payments scheme
- Service recognition benefits including additional holiday
- Free Company clothing of polo shirts, dress shirts and soft shell jacket
- Various staff discounts
- Discounted Local Gym Membership
- Cycle to Work Scheme

How to apply Please submit a Graphic Application Form that can be found on our website, together with your CV and a covering letter by email or post to Alan Good (HR Manager) Graphic PLC, Lords Meadow Industrial Estate, CREDITON, Devon, EX17 1HN. Or drop into reception.

Email: agood@graphic.plc.uk OR spanaino@graphic.plc.uk
Website: www.graphic.plc.uk

Location(s) Devon EX17 1HN

Additional location details CREDITON, 8 miles north of Exeter. 12.5 miles from Tiverton.

Full-time/part-time Full-time

Permanent/Temporary Permanent

Start date ASAP

Additional Company Info: Graphic is an equal opportunity employer and values diversity.