

<b>JOB TITLE</b>	HR Advisor
<b>LOCATION</b>	Aberdeen, UK
<b>EMPLOYMENT</b>	Permanent

#### DESCRIPTION OF FUNCTION

Our client is resourcing for an HR Advisor to join them on a permanent basis at their offices in Aberdeen.

As an HR Advisor, you will undertake a wide-ranging HR Generalist role, supporting business managers and the Aberdeen workforce.

#### JOB RESPONSIBILITIES

- Acting as the main focal point for any HR related queries or issues across the business
- Demonstrate HR expertise by providing advice and execution of key HR processes
- Review HR policies and procedures
- Support the wider team in the development and implementation of new HR initiatives and systems
- Supporting the recruitment process
- HR project work as and when required
- Managing the full employee lifecycle from resourcing to leavers
- Assistance in the preparation of HR documentation for New Hires, Leavers, Transfers as per company policies and procedures.

#### CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

- Membership of CIPD preferred
- Significant experience providing HR advice at an HR Advisor level
- Ability to balance high levels of accuracy with a high-paced environment
- Excellent interpersonal skills to form effective working relationships with a diverse workforce
- A focus on delivery with excellent time management skills
- Proven written, numerical, communication and verbal skills
- Up to date knowledge of UK employment law