



Company	OMEX UK (OMEX Agriculture, OMEX Agrifluids, OMEX Environmental)
Main Site	Bardney, Lincoln or Kings Lynn
Job Title	HR Assistant
Contract Terms	Full time, Permanent

OMEX

OMEX is the market leader in liquid fertilisers in the UK, manufacturing and exporting a unique range of plant nutrients and crop health promoters nationally and internationally. OMEX is an innovative and exciting place to work.

Overview of Role

The HR Assistant will play a crucial role in supporting various HR functions, ensuring the smooth operation of our human resource processes. This position requires strong organisational skills, effective communication abilities, and a keen eye for detail.

Key Responsibilities

- 1. HR projects-** assist the Human Resource Manager with key HR projects, supporting the drive for continuous improvement.
- 2. Recruitment administration** – placing adverts, arranging interviews, communicating with candidates.
- 3. Onboarding** – supporting the onboarding processes for new hires, including preparing documentation and supporting managers with induction schedules.
- 4. Employment checks-** carry out right to work and reference checks for all new starters
- 5. Absence-** manage annual leave entitlement for all employees, support managers to accurately record sickness absence, ensuring return-to-work interviews are carried out and highlighting any concerns to the HR Manager.
- 6. HR system-** perform data entry tasks to maintain accurate employee records within the Human Resources Information System (HRIS). Producing reports when requested.
- 7. Training and development** – assist with the sourcing and booking of training, keeping accurate training records on the HR system.
- 8. HR communication-** prepare written communication to be shared across the business via email, tv screens etc.
- 9. Employee benefits-** support the administration of employee benefits, including company cars, private health care etc.
- 10. Events** – supporting the organisation of key company events such as summer BBQ's, Christmas parties, team building events and management conferences.
- 11. Employee gifts-** arranging employee gifts for new starters, long service awards, celebratory life events etc.
- 12. HR queries** - answering queries from managers and employees on a wide variety of HR topics, in line with HR policies and procedures, escalating to the HR Manager where appropriate.
- 13. Careers events-** attend careers events, supporting the HR Manager to promote OMEX as an employer of choice.
- 14. Health and safety-** actively promote safety on all sites and be willing to challenge non-compliance.
- 15. Other duties-** any other duties as reasonably required.

Skills and Experience

- A Degree in Human Resource Management is desirable
- CIPD qualification (or willing to achieve)- essential
- Excellent communication skills, both written and verbal
- Excellent attention to detail
- Able to build rapport and trust at all levels
- Understanding the importance of maintaining confidentiality regarding sensitive information
- A proactive attitude towards problem-solving and a willingness to learn new systems and processes
- A strong understanding of HR practices and employment legislation is desirable.
- Continuous improvement- always looking for innovation to drive the team and business forward
- Full UK driving licence (travel to other OMEX sites and events will be required).

The post holder should support the OMEX team in excellence for the Vision strategy & Focus on the Values of the business (see below).

Vision Strategy

Product Performance	Provide products that consistently meet / exceed expectations. Products that are reliable, efficient, accurate, easy to use and provide optimal nutrition to crops resulting in excellent crop yield, quality and sustainability.
Logistics	Maximum customer satisfaction achieved through efficient infrastructure, accurate demand forecasting, effective system management and cost optimisation.
Technical Support	Commercial teams possess a deep understanding of products and application to help farmers use fertilisers more efficiently, have effective communication skills, respond in a timely manner and have a customer centric approach.
Quality	Consistently high-quality standards achieved in operations through continual evaluation of processes and product formulations to eliminate problems.
Safety	Superior safety standards achieved through establishing a strong safety culture where employees recognize the importance of safety, feel confident in reporting hazards and have the necessary training to work safely.
People	An engaged, motivated and loyal workforce that are encouraged, empowered and given a work environment that provides opportunities to reach their full potential.

FOCUS on Values

Fulfilment	<ul style="list-style-type: none"> • Happy • Motivated • Challenged • Rewarded • Developed • Appreciated
One-Team	<ul style="list-style-type: none"> • Communicate Well • Support Others • Align with decisions • Involve the right people

Collaborate	<ul style="list-style-type: none">• Build partnerships based on trust and respect both internally and externally
Use a Strategic Mindset	<ul style="list-style-type: none">• Maintain a long-term perspective• Innovate• Think Broadly• Be willing to change• Use data to drive decisions
Strong Execution	<ul style="list-style-type: none">• Focus on priorities• Coordinate resources• Clear accountability• Work at the right pace• Don't cut corners