



<b>Company</b>	OMEX UK (OMEX Agriculture, OMEX Agrifluids, OMEX Environmental)
<b>Main Site</b>	Bardney, Lincoln or Kings Lynn
<b>Job Title</b>	HR Assistant
<b>Contract Terms</b>	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

<b>Product Performance</b>	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.
<b>Logistics</b>	Maximum customer satisfaction achieved through efficient infrastructure, accurate demand forecasting, effective system management and cost optimisation.
<b>Technical Support</b>	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.
<b>Quality</b>	Consistently high-quality standards achieved in operations through continual evaluation of processes and product formulations to eliminate problems.
<b>Safety</b>	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.
<b>People</b>	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

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

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