**About the Role:**

As an integral part of our HR team, you will be tasked with supporting various HR administrative functions on a day-to-day basis. Collaborating closely with both the business and managers, you will serve as a reliable point of contact for addressing any people-related enquiries.

Your key duties will involve ensuring the smooth operation of our HR processes and maintaining up-to-date records within our systems.

**Key Accountabilities:**

* Managing and supporting the new hire onboarding process.
* Checking and issuing contracts.
* Updating HR and payroll systems.
* Ensuring compliance with Right to Work regulations.
* Keeping up-to-date records on relevant internal systems.
* Distributing relevant paperwork where necessary.
* Managing and updating employment files.
* Coordinating closely with other departments within the business.
* Acting as the primary point of contact for employee enquiries.
* Collaborating with all stakeholders, providing efficient and effective communication to ensure a positive customer experience.

**About you:**

The successful candidate will have a minimum of 6 months experience working in HR or administrative roles, demonstrating effective workload prioritisation and strong teamwork capabilities.

Excellent communication skills across various platforms such as phone calls, emails, and online chats are essential, along with proficiency in Microsoft Office applications. The successful candidate will also have acute attention to detail, along with the ability to excel within a collaborative team setting.

Professionalism, confidence, and conscientiousness are all essential qualities for the role, alongside the capacity to build positive relationships within our organisation.

The successful candidate will be CIPD qualified or working towards this qualification.

**What we offer:**

This is a place for people who enjoy the buzz of constant change. We offer a range of excellent benefits as well as great on-site facilities. You can expect:

* 26 days’ holiday (plus bank holidays)
* On site gym
* Contributory pension scheme
* Private health cover
* Life assurance, plus access to staff sales, childcare vouchers, and a cycle to work scheme, and a whole lot more!

**About Us**

Operating through the Matthew Clark, Bibendum, Tennent’s and Bulmers Ireland brands, the Group has a market leading range, scale and reach including an intimate understanding of the markets it serves.

Together we grow, brew, manufacture, market, and deliver some of the world’s favourite drinks. From grass to glass, and everything in between. C&C Group plc is a premium drinks company which owns, manufactures, markets, and distributes a unique portfolio of beer and cider brands in its home markets and across the globe.

C&C Group’s portfolio of owned/exclusive brands include: Bulmers, the leading Irish cider brand; Tennent’s, the leading Scottish beer brand; Magners the premium international cider brand; as well as a range of fast-growing, premium and craft ciders and beers, such as Heverlee, Menabrea, Five Lamps and Orchard Pig.

We seek to champion and embed sustainability in everything that we do at C&C. While delivering joy to customers, we always shine a light on people and the planet. We have a clear ESG vision delivering to a better world. We respect, support, and develop all our people to be their best, with a focus on results by creating a culture of winning together.

We also recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. If your experience is close to what you see listed here, please still consider applying. Diversity of experience and skills combined with passion is a key to delivering on our mission. Therefore, we encourage people from all backgrounds to apply. Please let us know if you require accommodations during the interview process.

C&C Group (and inclusive companies) do not accept unsolicited CVs from recruiters or employment agencies in response to any of our roles. For help, please contact our Talent Acquisition Team at careers@candcgroup.com. All applications need to come through the candidate portal https://careers.candcgroupplc.com/vacancies/