



**Lambert**  
Automation Systems

**Lambert**  
Precision Components

**Lambert**  
Equipment Engineering

**POSITION:**  
HR Assistant

#### THE POSITION

To promote the Lambert vision and values by supporting the overall provision of HR services, policies and procedures, providing advice, support and guidance to all employees on HR matters such as development, welfare and training in order to effectively and positively meet the needs of the business, current legislation, and employees.

**DEPARTMENT:**  
HR

**TYPE:**  
Full Time

#### RESPONSIBILITIES

**LOCATION:**  
**Lambert**  
Station Estate  
Tadcaster  
North Yorkshire  
LS24 9SG  
United Kingdom

- Advise and support Managers on HR matters
- Recruitment & Induction
- Maintain HR Information Systems
- Disciplinary & Grievance
- Management of Occupational Health
- Data collection & reporting
- Organising all training requests
- Processing of all HR administration
- Supporting HR projects

#### KNOWLEDGE & EXPERIENCE

- Ability to manage multiple shifting priorities, demands and timelines simultaneously.
- Sound knowledge of UK employment law
- Experience of advising, supporting and coaching managers on the application of HR policies and practices
- 5S change experience would be an advantage

## KNOWLEDGE & EXPERIENCE

- CIPD qualified or working towards
- Excellent communication, networking, administrative and organisation skills
- Diplomatic, tactful and able to deal with difficult situations
- Good IT skills, particularly MS Office
- Ability to work autonomously

## THE PERSON

We are looking for someone who has a good HR foundation and is driven to develop their knowledge and skills.

You will also thrive on delivering your objectives within tight timescales in a changing environment.

We are looking for someone who excels in providing solutions to completion and can contribute to developing the department.

If you would like further information or details of the full job description please contact HR. If you wish to apply please forward a copy of your CV together with a covering letter to [hr@lamberteng.com](mailto:hr@lamberteng.com) no later than **Friday 26<sup>th</sup> May.**

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