



HR Representative

Full time permanent role; Monday to Friday, 9.00am – 5.00pm, Exeter, UK

With distributors located throughout the world, Vapormatic offers a comprehensive range of over 30,000 quality parts and accessories for all tractor makes and equipment. Customer focused, Vapormatic is committed to delivering its company values of Quality, Availability, Service and Value.

Are you passionate about people and helping them to bring their best selves to work every day?

Do you have a proven track record of helping and supporting Line Managers and Employees with resolving Human Resources queries and issues?

Do you have experience of using recruitment systems and processes and principles to attract, retain and develop the highest calibre of people?

Can you use your eye for detail and experience of HR policy and application of relevant Employment law to assist Managers in ensuring that all Employee Relations issues are dealt with appropriately?

Do you want to be part of a small, supportive, and forward-thinking HR Team, passionate about adding value to the business?

Reporting into the HR Manager, as part of a small, supportive, and forward-thinking HR Team, in this role you will:

- Be available as a first point of advisory contact and HR support for employees on site.
- Perform routine activities within Human Resources to support major Global, Regional and local processes such as compensation and benefits, staffing and employee development, training and development, health and safety, legal compliance and employee communications and global job evaluation.
- Provide information to employees and managers regarding routine questions and issues.
- Utilize Human Resource tools such as HRIS to view and extract data used to respond to requests for information.
- Perform general business administration and management support as deemed necessary by MD.

To be successful in this role, you will need skills and attributes:

- Positive can-do approach with strong emotional intelligence achieved through working with people.
- Excellent time management.
- Managing one's time and resources to ensure that work is completed efficiently.
- Demonstrate consistently strong communication skills including written and verbal.
- Be organized and great at administration skills, with attention to detail and experience of working with confidential data.
- Be proficient in Microsoft Office 365.
- Be a strong team player and enjoy working with others to achieve the best result.
- Be committed to developing and championing best practice.

To set yourself apart from other candidates you will have:

- Ideally CIPD qualified.
- Degree in a Human Resources discipline or equivalent experience.
- Generalist experience in HR incl. major processes, i.e., employee relations, comp & benefits, staffing & recruitment, training & employee development, health & safety, employee communications, legal & corporate compliance.
- Experience of using HRIS / systems such as Success Factors would be desirable.

John Deere is an equal opportunities employer. For further details and to apply visit www.deere.co.uk Careers page, Job-Opportunities-UK. If you currently work for John Deere, please apply via Talent Central.

Closing date: Tuesday, 19th April 2022