



JOB VACANCY

HR Administrator

Castle Water is the leading independent water retailer in the UK, supplying (at September 2018) 570,000 Supply Points across England and Scotland. Castle Water is the leading supplier in London and the Thames Valley, South East England and Portsmouth, and one of the 5 largest suppliers in Scotland.

Castle Water has a track record of providing excellent customer service, and of developing innovative approaches to utility supply. We developed the first affinity partnership in the water sector, pioneered online switching by customers, and were the first company to transfer customers in England. We have more 5-star reviews on Trust Pilot than all other water retailers combined. Our values include treating customers fairly and maintain an open-door approach with our regulators.

Our head office is based in Blairgowrie in Northern Perthshire, within easy commuting distance of both Perth and Dundee, and equidistant between Edinburgh, Glasgow and Aberdeen. The area provides excellent opportunities for a range of activities, from golf and fishing to mountain biking and skiing.

The key purpose of this role will be to support the HR Director to deliver an effective generalist HR service.

Key Responsibilities

- Administration of all employee information including recruitment, on-boarding, sickness absence and contractual information
- Preparation of induction materials
- Preparation of HR statistics and MI (Management Information)
- Maintenance of the HR database & systems
- Administration of Personnel Files both electronic and hard files
- Assist with ad hoc project work when required

Key Skills and Experience

- Experience in a support/admin role – not essential that this has been in an HR Team
- A high level of confidentiality
- Competent in liaising with all levels of employees throughout the company
- Ability to work with all MS packages
- The ability to work accurately with excellent attention to detail
- Strong administration skills
- Strong communication skills, both written and verbal

- Experience of HRIS and Payroll systems – preferred but not essential

How to apply

If you have the drive, experience and skills to support our continued success, send your CV together with a covering letter to careers@castlewater.co.uk. We look forward to hearing from you.

Innovation and knowledge sharing are part of our everyday experience. We invest the training and support you need to succeed and deliver the excellent service our customers expect. We offer an attractive base salary, pension scheme, life cover and 28 days paid holiday.