

HR Administrator – Fixed Term Contract £14,500 to £15,500 per annum

Reporting to
HR Manager

The Company

Proto Labs is the world's fastest source for custom prototype and low- to mid-volume parts. With our 3D Printing, CNC Machining and Injection Moulding services, our speed and versatility lets you take your parts from the very early stages of prototyping all the way up to short-run production of 10,000+ parts — all with one technology-driven, quick-turn company.

Our fast-paced, casual work environment is driven by employees who thrive on innovative thinking, making Proto Labs not only a great place to work, but also one of the fastest growing companies in the region. The UK site is based in Telford, Shropshire.

The Role

You will provide general administrative support to the HR function.

Primary Duties and Responsibilities

You will take control of the general administration including efficient filing systems, storage and retrieval of documentation, preparation of forms, answering the telephone and ensure that all personnel files are maintained to a high level with all the appropriate documentation. Files should be secured at all times. You will ensure that the computerised and manual HR and time and attendance system is accurately maintained at all times, this includes the inputting of holidays, absences and changes of personal details, along with the administration of the recruitment process. You will assist in the research and development of HR and training and be prepared to carry out other ad hoc duties to support the HR department.

The Candidate

You will have the initiative to approach challenges with enthusiasm and the ability to react to rapid changes in prioritisation whilst maintaining a clear focus on the company objectives. You will appreciate and understand the need for confidentiality in dealing with HR, training and Health and Safety issues. You will be able to record information accurately, pay attention to detail and have excellent communication and organisational skills.

Benefits

- Company pension scheme
- Company bonus scheme
- Childcare vouchers
- Daily flexible working plan
- Excellent working environment
- www.protolabs.co.uk

To apply please e-mail your CV to josie.plant@protolabs.co.uk or call me on 01952 683013 for further information.