

Job Title: Apprentice HR Administrator
Location: Cardiff
Salary: National apprentice minimum wage (£4.30 per hour)
Hours: 8:30am – 5:00pm, Monday – Friday

The company:

Forward Waste Management is a well-established, dynamic company providing innovative and value-added waste management services, primarily focused towards the manufacturing sector.

We deliver distinct innovation and environmental improvement for our customers by applying the recognised waste hierarchy of minimization, reuse, recycling and eliminating waste to landfill. Long term benefits are achieved through our professional proficiency in industrial waste management, expert knowledge of waste handling and processing systems and broad connections within the environmental arena.

Privately owned and established for over 20 years, FWM is a successful formation of five trading divisions achieving £12m annual revenue through a 55+ strong team of highly competent and dedicated qualified waste managers, engineers and support staff. We serve an enviable client list of well-known blue-chip brands, as a fast paced, service excellence led business we are always looking to stay ahead of industry trends and competitors. The company currently manages a wide array of disciplines including sales, marketing, service delivery and contract management through a combination of in-house and outsourced truck fleet facilities and fully licensed waste transfer operations. FWM also manages its own sizeable equipment rental fleet, supported by integral workshop facilities equipped for a wide range of welding and fabrication, refurbishment, and repair services, from its facility based in Barry.

We are looking for an apprentice who can maintain high levels of confidentiality and is looking to develop their skills and experience within an administrative role, supporting the HR Department.

The Role

The purpose of the role will provide administrative support to the HR team, to include:

- Support in the recruitment process, posting vacancies and managing the administration of applications and outcomes to candidates
- Arrange interviews with candidates and issue relevant correspondence
- Support the department in the induction and onboarding of new employees across the business
- Administration of new start paperwork, including payroll records and reference checks
- Ensure the timely completion and return of all HR related documentation
- Support in internal departmental audits

- Support the department and business with regards to training and development, to include, booking training events and maintaining employee training records
- Support the department with HR projects, conducting research on various topics
- Administer and maintain records relating to staff, ensuring the relevant HR database and files are up to date and accurate

The ideal person:

- High level of confidentiality is essential
- Flexible and willing to learn
- Enjoys working with people
- Good administrative skills
- The ability to work alone as well as part of a team
- The ability to work accurately, with great attention to detail
- Competent in Word, Excel, PowerPoint