

# People & Operations Administrator

## About the role

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**Job title:** People & Operations Administrator  
**Reporting to:** Head of People and Operations  
**Location:** Cranford Road, Burton Latimer.  
**Hours:** 40 hours: Mon - Fri Flexible between 07:00 - 18:00

### The Bennie Group summary:

We are a family business founded over 80 years ago. Now in its fourth generation of family management, the Group employs over 100 people across multiple business units in the construction and manufacturing sectors.

As the head office for our six trading businesses, we are located in Burton Latimer, Northamptonshire. We provide services centrally for our businesses in Finance, Operations & Marketing. Our businesses are specialists in what they do and are bound together by our core business principles and a strong work ethic. As an Employee in a Family Business, you will be working in a close-knit team environment in a Company that has our people at the centre of everything we do.

### Job role

The Bennie Group are looking for a skilled and experienced administrator to assist the Operations Team. They will be an ambassador for Bennie, its policies and processes that they will help to grow and administer.

This varied role will suit a candidate who can multitask and be flexible, as no one day will be the same. They will support the smooth running of the operations team by, providing administrative support to the wider Group. By acting as the bridge between our expert support Partners and internal and external stakeholders as well as other ad-hoc tasks. This busy role will need a hands-on person who can deliver results, solve problems and ensure we keep our teams operating at peak efficiency to support our customers. This role will develop as we grow meaning the candidate must be a champion of change.

### Responsibilities

- **Recruitment,**
  - Supporting with production of JD's
  - Coordinating the appointment process for successful applicants
  - Posting roles to indeed
  - Working with Marketing to create, post to website and social media campaigns
  - Actively headhunting potential candidate using available resources to reduce cost.
  - Working closely with our external partners
  - Supporting with Onboarding and induction
- **Onboarding / induction**
  - Reference letters and checks
  - Driver checks
  - Collating onboarding documents
  - Probation review reminders
  - Plan Induction
- **PPE**
  - Ordering and maintaining stock
  - Liaising with suppliers

- Liaise with marketing on design and specification
- **Health & Safety**
  - Assist in accreditations & Audits
  - Supporting the business collate documentation, liaise with interested parties on dates.
  - Support business to resolve action and outcome changes.
  - Supporting the business with completing of supplier and compliance forms
  - Ad-hoc research requirements
  - H&S documentation storage and coordination through Share point
  - Documentation reviews and updates
  - Support with accident and incidents data entry to Mentor
  - Bi Annual driver license checks
- **Support with Training**
  - Liaising with business to understand need
  - Sourcing supplier
  - Working with training providers
  - Update relevant systems and Matrix
- **Other**
  - General administration duties to support the People & Operations Team
  - Events planning partnering with Marketing
  - Following the P2P process - Raising PO's, receipting in etc
  - Update relevant systems

*The above list of responsibilities is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the post.*

### Competencies

- Exceptional Planning and Organisational Skills
- Excellent communication skills with the ability to communicate at all levels within the business
- Strong PC skills, including Excel
- Experience within a busy group environment would be preferred
- Ability to effectively manage competing deadlines and manage priorities and stakeholders' expectations
- Ability to multitask and work under pressure
- Self-starter who is able to work on their own initiative
- Flexible approach to work content and working hours
- Innovative individual who brings ideas to the team
- Experience of Health and safety, Facilities Management would be beneficial A valid driver's licence will be an asset as some travel may be required

### What we offer

<b>Remuneration:</b>	We offer a competitive salary
<b>Holiday:</b>	24 days holiday + 8 days statutory.
<b>Pension:</b>	Statutory Pension contribution.
<b>Development:</b>	We are committed to investing in our people, so we invest in you. Development is in your hands, and we want to enable this so your progression at Bennie is only limited by what you want to achieve.
<b>Recognition scheme:</b>	That culminates with our annual award ceremony.
<b>Socials:</b>	Join us for our bi-annual socials, where you really are part of the family.
<b>Wellbeing:</b>	Weekly B-Fit classes in a group fitness session

**Finally,**  
turkey

Our long-standing family tradition, of giving staff a Christmas