HR Co-ordinator

Hours: Full time, 40hrs per week
Salary: c £28,000, plus excellent benefits

Ready for an HR role that gets you out from behind a desk and into the heart of a thriving business?
At Allpress Farms Limited, we are proud to be one of the UK's leading fresh produce growers and packers. Farming over 2,500 acres across Cambridgeshire and Norfolk, we grow and pack high-quality leeks, onions, wheat, sugar beet, and maize for the nation's major supermarkets. With a fast-paced, onsite packhouse operation, our environment is dynamic, rewarding, and anything but ordinary.

We are looking for a proactive, motivated HR professional to join our team as a key support pillar. If you are looking to develop your generalist HR career in a varied role that offers genuine challenge, this is your ideal next move

The Role
This isn't your standard, predictable 9-5 desk job. You will be a vital engine in our HR department, ensuring HR compliance and our daily operations run flawlessly.

Your day-to-day will be varied, including:

- Managing our HRIS, keeping data accurate and actionable
- Managing payroll exceptions with a sharp eye for detail
- Taking full ownership of the recruitment lifecycle and onboarding journeys
- Driving the probationary review process to support new talent
- Keeping day-to-day administration seamless and on track

Who You Are
You excel at building strong workplace relationships but remain highly process driven. You don't need step-by-step instructions to get things done, you are adaptable, resourceful and confident when handling unexpected challenges.

To thrive in this environment, you must:

- Have proven experience working within an HR team (ideally within an FMCG environment)
- Possess a confident, engaging communication style and a genuine love for interacting with people
- Enjoy interacting with others and are confident around people
- Have a proactive mindset with the drive to take ownership of tasks from start to finish
- Be ok with a bit of ambiguity and can think for yourself
- Have exceptional attention to detail and a conscientious work ethic
- Want to grow, learn and develop your career within generalist HR
- Are up for a challenge in an HR environment that is not 'run of the mill'

If you are looking for a traditional desk bound office role, this isn't it. But if you want to hit the ground running, work with a fantastic, down-to-earth team, and are up for a truly rewarding challenge in a vital British industry, we want to hear from you!

Eligibility:

- You must have the permanent right to work in the UK. • Unfortunately, we're unable to offer visa sponsorship at this time.
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How to Apply
For more information and to apply, please email your CV and a covering letter to recruitment@allpressfarms.co.uk

Please note this vacancy is being advertised elsewhere and may be closed at any time