

Job title	HR Coordinator
Reporting to	HR Business Partner
location	Leeds
Job summary	<p>Svella Connect is a leading provider of telecoms and digital infrastructure, building and installing high-speed broadband networks to help connect businesses and residents with full-fibre internet. With depots in Warrington, Leeds and Kirkby in Ashfield, Nottinghamshire, we are a leading contractor for telecoms and internet providers such as Virgin Media and Openreach – and carry out a range of projects across Yorkshire, Midlands and the North West.</p> <p>Our vision is to be the employer of choice in the industry by investing in long-term growth, introducing technology, innovation and developing efficient ways of working to ensure excellent service for our clients and their customers.</p> <p>We are looking for a HR Coordinator based at our Leeds site. Reporting to and directed by the HR Business Partner for Leeds, you will support the wider HR team with a multitude of HR related administration tasks and projects.</p> <p>Duties:</p> <ul style="list-style-type: none"> • To act as first point of contact for all enquiries to the Human Resources team from the business areas that you support • Process starters, leavers and changes • To provide an effective administration service to the HR team, including the payroll, recruitment and L&D specialists • Use and maintain Cascade on a daily basis • Ensure all additional databases and systems are accurate, up to date and comply with legislation • Support the HR Business Partner in administration of employee relations paperwork, maintaining confidentiality with all employee data • Ad hoc HR project work
Skills, qualifications and experience required	<p>The ideal candidate for this role should have the following skills:</p> <ul style="list-style-type: none"> • Excellent interpersonal and customer facing skills • Experience using Cascade – Desirable • Strong communication skills both written and verbal • Strong administrative skills, experienced in use of Microsoft Office Word / Excel/ PowerPoint • A high level of confidentiality, tact and diplomacy • Flexibility and willingness to learn • The ability to work as part of a team • The ability to work accurately, with attention to detail
What we can offer you	<ul style="list-style-type: none"> • Full training • 25 days holiday plus bank holidays • CIPD qualifications via apprenticeships • Lifeworks scheme (discount from high street retailers) and access to a 24/7 Employee Assistance Programme • Free eye test vouchers • Life assurance • Private Medical Insurance

	<ul style="list-style-type: none">• Free Parking• 5% pension contribution• Hybrid working between office and home working• Dress-down Friday (casual but appropriate for a customer-facing environment) <p>Please note – we may have to close applications to this role sooner than anticipated depending on the number of applications received.</p> <p>** Please note, should you not hear back within 10 days of submitting your application then on this occasion you were unsuccessful - we will however keep your CV on file for future reference.</p>
Applications	<p>All applications in writing, including full CV to: recruitment@svellaconnect.com or please visit our candidate portal via our website https://www.svellaconnect.com/careers</p> <p>At Svella Connect, we are committed to creating inclusive opportunities for all our employees. We encourage applicants from all backgrounds to reflect the communities in which we operate and serve, and the customers we support. Please do let us know should you require any reasonable adjustments during any part of the application process.</p>