

Job Title: HR Adviser

Hours:	30 - 37 hours per week, 52 weeks (Term Time Only or other patterns of work will be considered)
Location:	Bedford but travel is required (Flexible working arrangements available)
Salary:	£25,000 - £30,000 per annum FTE (Dependant on skills and experience)
Closing date:	4pm on 6 th January 2024
Interviews:	20 th & 23 rd January 2024

About Us:

At Horizon HR, we're more than just a consultancy; we're a trusted partner dedicated to delivering comprehensive human resources solutions. With a firm commitment to growth and excellence, we specialise in tailoring HR services to meet the unique needs of our diverse clients, spanning education, SMEs, charities, and HR professionals. From annual retained services for HR advice and administration to bespoke training and consultancy, we offer a wide array of solutions to support our clients, ensuring their HR needs are met with precision and care. Based in Bedford, we primarily serve clients in Bedfordshire and surrounding counties.

The Opportunity:

Are you currently working within HR and have a passion for excellence? Do you thrive in a collaborative environment where your skills are valued, and your ideas welcomed? Are you looking to develop quickly and thrive in a busy environment? If you are, join our team of dedicated professionals committed to delivering top-tier HR solutions!

Key Responsibilities:

- Provide expert HR advice and administration, demonstrating a commitment to excellence.
- Effectively manage complex employee relations casework across a diverse client base.
- Cultivate positive and professional relationships with partners, clients, colleagues, and external agencies.
- Regular travel to client sites as needed and attendance at Horizon HR's Head Office in Bedford.

What We're Looking For:

- Enthusiastic HR professional with a drive for delivering excellence.
- Strong communication and organisational skills.

- Proven track record of building and maintaining trusting relationships.

Why Join Us?

- Be a key individual in a small, dynamic team of supportive individuals.
- Opportunities for professional growth and development.
- Flexible working arrangements available to suit your needs.
- Make a meaningful impact by providing essential HR support to diverse clients.
- Work in an environment that values excellence and fosters collaboration.

If you're ready to take your HR career to the next level and contribute to a culture of excellence, apply now and become a valued member of our team at Horizon HR!

How to apply:

Please email a C.V. with a detailed covering letter to hello@horizonhr.co.uk covering the following:

1. Clearly identifying the position you are applying for.
2. Why you are interested in this position.
3. How you feel you meet the essential requirements.

The closing date for submissions is 4pm on 6th January 2024

Interviews are likely to take place on 20th & 23rd January 2024