

# Careers at Cubis Systems



Cubis Systems is a global leader in the design, engineering and manufacture of network access products for the infrastructure, utility and construction markets. Headquartered in Northern Ireland, Cubis is part of the €27 billion CRH Group and operates from multiple sites across the UK and Ireland, exporting to over 30 countries worldwide. Due to the continued growth of our business we currently have a vacancy for a:

## Human Resources Administrator

### The Role

Reporting to the Human Resources Manager, the Human Resources Administrator will be the first point of contact for Production Managers and Supervisors in relation to all HR related issues. Based at any of our UK sites they will also undertake the following:

- Support the business by creating maintaining highly productive working relationships with Site Operational Managers, Supervisors and Team Leaders so that you become the first point of contact for daily HR queries
- Be available to acknowledge and respond to all employee queries and issues arising
- Undertake administrative duties linked to the employee life cycle including monitoring timekeeping, attendance and performance records and facilitate investigatory and disciplinary and grievance procedures, as appropriate
- Assist recruitment team with coordinating and conducting interviews, as required, ensuring equality, fairness, consistency, and transparency
- Assist recruitment team with the onboarding process
- Coordinate quarterly reviews for all weekly paid employees across all sites
- Update and maintain employee records via the HR system
- Contribute to all Committee meetings across all sites, as required
- Other duties relating to the provision of an efficient HR function across all sites, as required and as directed by the HR Manager

### How to apply

Cubis is a progressive business with a focus on attracting and developing the best talent. Excellent career development opportunities exist within the business and the wider CRH Group. We offer an attractive remuneration package including ShareSave options and private healthcare provision. If you would like to be considered for this post, please forward a covering letter and C.V. by email to [recruitment@cubis-systems.com](mailto:recruitment@cubis-systems.com). All applications must be received by **Tuesday 6th June 2023**

### The Applicant

Candidates must have varied experience as a HR Administrator preferably gained within a similarly fast paced manufacturing environment and must also possess the following skills and competencies:

- A level 5, or equivalent qualification in a Business Administration or HR discipline
- CIPD Associate Membership or working towards is desirable
- Experience with HR systems is desirable
- Strong administration skills
- Competent in the full MS Office suite
- Experience of developing and maintaining productive working relationships at all levels of an organisation
- Excellent communication, presentation, and interpersonal skills
- Strong organisational and planning skills