



Job Description	
Job Title:	HR and Office Administrator
Location/Based:	Swindon
Reports To:	Corporate Administration Manager
Contract:	Full time, Permanent
General Overview of the position:	<p>Arralis is a rapidly expanding high technology company that leads the field with its extensive millimetre wave product range that includes mmics, modules and antennas. Arralis is poised for further expansion as markets in 5G, Defence, Autonomous Vehicles and Satellite develop.</p> <p>As such we are looking for a HR Adviser to work closely with the Corporate Administration Manager to take a hands on role to provide expert advice and support in reward, payroll and HRIS while consistently demonstrating best HR practice.</p> <p>Arralis' rapid growth means there are good opportunities for career development as well as a generous share option scheme (qualifying period).</p>
Experience, Skills and Competencies	<p>Generalist administration duties, including booking travel</p> <p>Knowledge of HR policies and procedures</p> <p>Provide appropriate HR advice and guidance to Management and employees in line with company policies and procedures.</p> <p>Support and liaise where necessary with external immigration advisors on visa, work permits and residential labour market tests.</p> <p>Benefits and payroll experience</p> <p>Ability to work independently and as part of a team</p> <p>Excellent organisational skills</p> <p>Excellent interpersonal skills at all levels with the ability to build strong business relationships quickly</p> <p>Advanced Excel skills</p> <p>High level of accuracy and attention to detail</p> <p>GDPR knowledge and understanding is desirable</p>
Other Duties:	Other such reasonable duties within the general scope of the job title