



Apprenticeship Opportunity – Human Resources

Purpose of job	Working within the HR Department providing HR support to the ATLAS ELEKTRONIK UK (AEUK) business, general administrative duties. Deal with the day to day post. Keep all databases up to date. To support the team with general filing. Pay related activities: issue pay review and bonus related letters. General ad hoc duties as required.
Reporting relationships	Reports to the HR Manager
Location	Dorset Innovation Park, Winfrith, Dorset
Closing date	Friday 15 th March 2019
Qualifications	A minimum of 5 GCSE`s, or equivalent, A-Level candidates would also be considered for the higher level apprenticeship.

Knowledge, skills and personal qualities required

- IT literate and knowledge of MS Office (Word, Excel, Outlook, etc.)
- Good at English especially written and telephone communication
- Able to work as part of a team
- Able to meet deadlines
- Strong attention to detail
- Flexible and able to adapt
- Reliable and well organised
- Willing to learn and confident to ask questions if unsure
- Conscientious

Challenges

Working to deadlines that cannot be missed; ability to multi-task; accuracy is essential; small team so everyone's contribution counts; may be a need to work additional hours on occasions if required for a specific reason; there is a lot to learn; essential that confidentiality of personal information is maintained.

Other requirements

- This role requires an SC security clearance.

How to register your interest

Please forward your CV and a covering letter explaining why you are interested in the apprenticeship to training@uk.atlas-elektronik.com, stating the apprenticeship title in the subject line.

ATLAS ELEKTRONIK UK Ltd
Winfrith Newburgh
Dorchester
Dorset DT2 8ZB
www.uk.atlas-elektronik.com