🚀 **We're Hiring: HR Administrator**

📍 **Location:** Cowie
👤 **Reporting to:** HR Manager

West Fraser is a diversified wood products company with more than 60 facilities in Canada, the United States and Europe. From responsibly sourced and sustainably managed forest resources, the company produces lumber, engineered wood (OSB, LVL, MDF, plywood, particleboard), and other products including pulp, newsprint, wood chips and renewable energy.

Our UK-manufactured products are used extensively in the construction, DIY and furniture sectors. Our brands, SterlingOSB Zero, CaberFloor and CaberWood MDF, are well known in the construction industry and are commonly specified by architects, national housebuilders and specifiers.

We are proud that as a certified net carbon negative company we lock up more carbon in our products than we emit making them, helping the UK construction sector comply with net zero targets and beyond.

Are you organised, proactive, and passionate about people? Join our fast-paced manufacturing environment as an **HR Administrator**, where you'll play a key role in supporting our HR operations and safety training compliance.

🔍 **What You'll Do**

As our HR Administrator, you'll provide essential support across a range of HR functions:

HR Administration

- Maintain accurate HR databases
- Support recruitment and onboarding
- Prepare letters, reports, and documentation
- Assist with inductions and employee communications
- Track absence and headcount data
- Take minutes during meetings (e.g. disciplinary or grievance)
- Support general HR tasks

Training & Development

- Organise and book training courses
- Liaise with managers and providers to identify training needs
- Maintain training records and manage recertifications
- Support internal communications around learning

Growth Opportunities

- Contribute to employee engagement and wellbeing initiatives
- Support HR policy reviews and projects
- Prepare data for management reporting
- Assist with performance reviews and feedback processes
- Lead Apprentice recruitment
- Get involved in Site Safety Committees and ISO Quality Auditing

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🎓 **What We're Looking For**

- Education to Standard Grade (or equivalent), including English and Maths
- Qualification in Business Administration or relevant degree
- Interest in or working towards a CIPD qualification
- HR or admin experience is helpful, but not essential

💡 **Skills & Attributes**

- Strong communication and teamwork
- Excellent planning and organisational skills
- Proactive and eager to learn
- Confident with systems and spreadsheets

🎁 **Benefits**

- Competitive salary
- 31 days annual leave (including stat holidays)

- Company pension scheme
- On-site parking
- Opportunities for professional development and CIPD support

Ready to make an impact? Apply now and be part of a team that values growth, collaboration, and continuous improvement.