


HR Apprentice

Fully Funded Level 3 HR Support Apprenticeship

 Lathom, Nr Ormskirk, West Lancashire

 18,000 per annum

 A Level (or equivalent)

www.NSG.com

www.nsg.com/en/careers/uk

WHO ARE WE?

The NSG Group is a global leader in glass manufacturing in three business areas: Architectural, Automotive and Technical Glass.

Our mission is to be the global leader in innovative high-performance glass and glazing solutions, working safely and ethically.



THE ROLE

The purpose of the role is to provide support to the ASK HR Shared Service team with the following activities:

- Providing HR and payroll administration services together with advice and support to employees, line managers and HR Professionals.
- Responsibilities include recruitment, inductions, benefits, absence management, salary reviews and terminations.
- Maintaining electronic HR data.
- Specific HR and Payroll project work.



You will liaise with employees and line managers across all our UK sites, both verbally and in writing.

In total, it will take approximately 18 months to complete all elements of the apprenticeship, with support from NSG and the training provider throughout.

You will work through a structured programme with on-the-job training from members of the wider HR team, with one-to-one support to help you learn the skills you'll need to complete your apprenticeship.

WHAT ARE WE LOOKING FOR?

- Excellent verbal and written communication skills
- High level of attention to detail and accuracy
- Self-motivated and well organised
- Polite, professional and confident manner with flexible, friendly attitude
- Able to work well in a team, in a fast paced, time-specific and targeted environment
- Strong IT skills, in particular Word, Excel, and SharePoint.

BENEFITS

- 25 days holiday plus declared public holidays
- Staff Bonus scheme – up to 10% of basic salary (not guaranteed)
- Flexibility with working hours (hybrid working also available)
- Group Personal Pension Plan – a defined contribution scheme with up to 8% employer contribution
- On site car parking with electric car charging ports
- On site canteen, fitness activities, and events
- Cycle to Work scheme



A full UK driving licence and car ownership would be an advantage due to limited public transport to the site.

We are committed to building a truly inclusive and equitable working environment where we can all feel able to be our true selves.

If you believe you would be a good match for this role, we very much want to hear from you! Application is by CV and covering letter. [Click here to apply](#)