

HR Support Apprentice

iPipeline are delighted to offer this exciting HR Support Apprenticeship. The role is based out of our brand-new offices in the centre of Cheltenham. A truly generalist role, you will have the opportunity to experience the full HR remit.

You will provide an efficient, professional and high-quality HR service across the iPipeline business acting as a first point of contact for employees and managers on a wide range of day-to-day enquiries, as well as being involved in a number of special projects.

We have partnered with Gloucestershire College to provide this apprenticeship at the end of which you will obtain the CIPD Level 3 Certificate in Human Resource Practice.

Required Qualifications:

GCSE A-C or 4-9 Maths and English

Required Skills and Personal Qualities:

- Excellent organisational skills with the ability to prioritise
- Attention to detail with a high degree of accuracy
- Ability to multi-task
- Ability to work under pressure to tight deadlines and remain calm
- Effective communication skills, both verbal and written
- Ability to use initiative and work independently
- Customer focus
- Good understanding of MS Office applications
- Strong interpersonal skills and the ability to build strong working relationships.
- Common sense
- Desire to pursue a career in Human Resources

Apprenticeship duration: 18-24 months

Start date: July 2022

Working hours: Monday to Friday 9-17.30 (flexible)

Benefits: Excellent benefits package including 25 days of holiday + bank holidays, life insurance, critical illness cover, income protection, great learning opportunities, regular office lunches and other social events.

About iPipeline:

Find out more about us on <https://uk.ipipeline.com/culture/>