**Green Cat Renewables Job Advertisement – HR Administrator**

Location: Biggar

(Bethany Hall, 29a High Street, Biggar)

**The Company**

Green Cat Renewables (GCR) is a dynamic, innovative company that provides the complete range of technical services required to deliver renewable energy projects. The team of over 80 Engineers and Environmental Consultants deliver projects on behalf of Clients from our offices in Edinburgh, Glasgow, Livingston and Biggar. GCR also works closely with its three sister companies Green Cat Contracting and Green Cat Hydrogen based in the UK and Green Cat Renewables Canada based in Calgary and Halifax.

A vacancy has arisen within the Admin Team for an HR Administrator provide support to the Human Resources Manager based at the Head Office in Biggar. As an HR Administrator, you will play a crucial role in ensuring the smooth running of the human resources function across all companies.

**The Role**

Your key responsibilities will include but are not limited to:

* Managing and maintaining HR records and databases
* Assisting with recruitment processes, including posting job vacancies, arranging interviews, and onboarding new staff.
* Coordinating HR-related meetings and activities
* Assisting with payroll administration and employee benefits administration
* Responding to HR-related queries from employees
* Supporting the development and implementation of HR policies and procedures
* General administrative tasks as required to support the HR Manager

**The Candidate**

The candidate must have the following:

* Excellent organisational skills and attention to detail.
* Be proactive and self-motivated with workload.
* Have excellent communication skills and be able to maintain good team working relationships.
* Be willing to learn and develop new skills to help grow the role within the team.
* Have experience with Microsoft Office applications, including Word, Excel, Outlook, etc.

**Benefits:**

* Competitive salary
* Private Medical Healthcare
* 25 Days annual leave and 8 flexible bank holidays
* Cycle to work scheme
* Professional development opportunities and support.
* Company social events and team building days.

To apply please send a full CV and covering letter to [jobs@greencatrenewables.co.uk](mailto:jobs@greencatrenewables.co.uk) .