

JN Bentley

civil engineering and construction

JN Bentley is a leading, privately owned construction company in the UK, directly employing over 600 people. We have an annual turnover now in the region of £100 million, generated from projects in both the building and civil engineering markets.

Our head office is Skipton (North Yorkshire) and we also have offices in Shifnal (Shropshire), Durham, Leeds, Edinburgh and Cambridge.

Our work spans a wide number of sectors: aerospace, commercial, environment, health and education, highways, renewable energy, solid waste, and water and wastewater.

Our business has grown largely from repeat work and long standing clients of the company include water companies, public sector bodies, energy companies, blue-chip commercial clients and educational institutions.

Our Industrial Placement Scheme is in its 12th year, and has led to the sponsorship of several students who have returned to work for us as graduates.

For 2012, we are offering placements in our Skipton, Shifnal, Leeds and Durham offices across the following business areas: HR/Training; Plant Control; Buying; Quantity Surveying; Civil Engineering; and Mechanical & Electrical Engineering.



hr/training placement

JN Bentley is offering the opportunity to gain valuable experience and develop a number of key skills that will help you to pursue a future career in HR and training.

Excellent communication skills will be required to build working relationships at all levels within the business whilst using your own initiative to complete tasks. You will need a strong work ethic and be able to prioritise your workload effectively, whilst maintaining a sense of humour. Previous experience using Microsoft Office is essential, and an understanding of other IT systems desirable too.

the role

HR/Training Assistant

location

Skipton (North Yorkshire)

placement start date

Summer 2012 (flexible)

duration

12 months

holiday

26 days (plus public holidays)

salary

£12,000

closing date

Friday 27th Jan 2012

responsibilities

- Supporting the recruitment process, including producing adverts for vacancies, dealing with applications, sending out invitations to interviews and assisting in the delivery of the induction process for new starters.
- Running reports on holidays, working time, absence and timesheets.
- Liaising with all levels of employee to provide support on any issues.
- Supporting the company absence policy, ensuring absences are recorded, monitored and return to work meetings are completed.
- Processing documentation related to employee benefits.
- Assisting with the company performance review programme, occupational health and disciplinary procedure.



Students must be studying a full time business-related degree and be eligible to work in the UK.

If you think this placement is for you then please send your CV and a covering letter to:

email careers@jnbentley.co.uk

post HR Department, JN Bentley Ltd,
Keighley Road, Skipton, North Yorkshire, BD23 2QR

online Via our website at www.jnbentley.co.uk

The closing date for applications is Friday 27th January 2012

Bentley 

www.jnbentley.co.uk

There are more details on placements on our website at www.jnbentley.co.uk.