



Quality | Consistency | Performance

HR Assistant (Part Time)

Fairview Mill, Edinburgh, Scotland

About 2Agriculture

2Agriculture is an independent milling business which has been supplying feed to the poultry industry for the past 50 years.

Every day here at 2Agriculture we work with talented, dedicated colleagues to produce sustainable, premium quality feed enabling our farming partners achieve the highest standards of poultry and positively impact on our health, communities, and the environment.

Service is at the heart of the team at 2Agriculture where over 300 employees work across six sites. Our feed mills operate to the highest standards set for product quality, with a specialist production team monitoring output ensuring zero or minimal mill downtime. Our fleet of over 40 Lorries operate 24/7 ensuring feed arrives on time and in full, with a real focus on biosecurity prior to delivery, on site and during departure.

Role Profile

We are pleased to be able to offer an excellent opportunity for a Part Time HR Assistant to join the team based at Fairview Mill.

Reporting to the HR Advisor, the HR Assistant will provide comprehensive support in the day-to-day operations of Human Resources. Ensuring the efficient delivery of the recruitment processes, employee lifecycle administration, new employee orientation and on-boarding, and the accuracy and maintenance of employee records.

The HR Assistant will act as the first point of contact to all employees and external partners for HR related queries. They will manage all aspects of the employee lifecycle administration, maintenance of our HR systems to ensure employee data is up to date and compliant, and report monthly on HR metrics, including absenteeism, turnover, and employee relation matters.

They will also provide administrative support on HR project initiatives to deliver business objectives and support with general activity within the HR team across sites to deliver the full HR Agenda.

Person Specification

Candidates should have strong, demonstrable experience in a HR supporting role, within a fast-paced environment. Manufacturing/Production background would be an advantage.

The candidate should have the ability to prioritise a varied workload with impeccable attention to detail and be able to quickly adapt to new software programs and operating systems. Experience of supporting with financial reporting an advantage, including creating and working with formulated spreadsheets.

They will be able to communicate confidently and articulately with excellent verbal/written communication skills and be an enthusiastic individual who is keen to learn and flexible in approach in support of business needs.

In return we offer a competitive salary, company bonus scheme, company pension scheme, life assurance, and 33 days annual leave pro-rata. This is an exciting time to join 2Agriculture as we continue with our ambitious growth plans. If you would like a copy of the full job description or if you are interested in applying for the post, please send your CV and cover letter to hr@2agriculture.com