



HR Manager

Ashwoods are looking for a highly organized and driven HR Manager to join our rapidly growing business. The purpose of this position is to provide true hands-on generalist support to the entire company.

Ashwoods Electric Motors is an innovative, cleantech engineering firm based in Chudleigh, near Exeter and we make electric motors that are smaller, lighter, more efficient and cheaper than comparable incumbent designs.

As a pivotal role within the business you will extend your knowledge and experience to the leadership team, as well as providing support for all staff within the company. We are looking for someone with huge passion for people and their development with a personality that is fun loving and loyal.

This role will be considered on both a full time or part time basis depending on experience and requirements. If applying for a part time position please state the hours that you wish to work upon application.

Job Responsibilities

- Develop a recruitment strategy to support the ambitious growth plans, particularly within manufacturing.
- Ensure all new staff have a suitable onboarding experience and are supported after they join the business.
- Manage the recruitment process in terms of advertising roles, managing interviews, feedback and contracts.
- Support the successful completion of probation period for all new staff.
- Update staff documentation to ensure it is current and also reflects any changes in legislation.
- Provide advice on employment legislation compliance.
- Support senior management in developing Ashwoods as a place of choice to work within Devon.
- Ensuring the performance management process is suitable for purpose and that it is properly executed throughout the business.
- Support the Global Manufacturing Director with changes within the manufacturing department such as creating new policies, updating contracts, ensuring operators are onboarded effectively etc.
- Develop talent and succession planning within the business for all key roles.
- Measure employee satisfaction levels and identify areas for improvement.
- Generate and maintain job descriptions for all roles.
- Champion the company mission, vision and values to all employees.

Essential qualifications, skills and experience

- CIPD qualified.
- Experience of working in a manufacturing environment
- Excellent communication skills.
- Exceptionally organised.
- Working knowledge of employment legislation.
- Ability to develop and drive through initiatives.
- Flexible and adaptable to frequently changing demands.
- Experience gained within an SME developing the necessary HR infrastructure.



Personal characteristics

- A team player
- Great attention to detail.
- Strong work ethic.
- Good sense of humour
- Work as part of a team or alone
- Flexible and adaptable to frequently changing demands.
- Outgoing personality
- Comfortable working in a fast-paced environment
- Ability to motivate
- Strong time management skills

Salary & Benefits

- Competitive Salary and Pension scheme
- Participation in employee bonus scheme
- 24 days holiday per year, plus bank holidays which will increase annually up to 29 days
- Flexible working available
- Staff social events

How to apply

If you think this job is for you then why not email us, briefly summarising why you'd be great for the role and including a copy of your CV, at work@ashwoods.org

Incidentally, if you're looking at us on behalf of a recruitment agency then thank you for your interest but we're not working with agencies on this vacancy.