



Legion Group plc
Parking, Security & Technology

HR ASSISTANT

Legion Group plc has a vacancy for the Full-Time position of Human Resources Assistant.

Reporting to the HR Manager you will be part of the Company Secretariat based in our Support Centre, Nateby, near Preston, liaising with colleagues at all levels and in all areas of the business. Duties will involve personnel file administration, preparation of employee contracts and correspondence, statistics co-ordination and analysis of employee related information, progress chasing of related issues.

Previous experience in a HR related function would be advantageous. You should have a good standard of education and good interpersonal skills, be numerate and able to demonstrate experience of Microsoft Office applications. The package offered will be appropriate to experience.

If you would like to know more about this opportunity or wish to be considered for this position please apply in writing with a covering letter showing how your experience meets the job's requirements.

Closing date for applications: **Friday 10th October 2008.**

Applications to be sent to: Mr David Bryce, HR Manager, 6-10 Brock House, Nateby Technology Park, Cartmell Lane, Nateby, Preston PR3 0LU
or Email: david.bryce@legiongroup.co.uk

LEGION GROUP PLC IS AN EQUAL OPPORTUNITIES EMPLOYER