



HR / H & S and Finance Administration Temporary Vacancy

Arjowiggins is the world's leading producer of Translucent Paper. Our Chartham Mill (U.K.) has been producing translucent paper since 1938 and has developed excellent production skills and technical expertise. This experience and knowledge helped our Quzhou Mill (China) to produce products to the same high-quality standard. Both operations have built up a worldwide reputation for the prestigious Curious & Gateway brands, used in Europe and the Far East for printed commercial advertising.

Under development for 4 years, Arjowiggins has just commercially launched a new translucent barrier paper, Sylvicta. Impervious to oxygen, aromas, oils, and greases, Sylvicta is already being used to replace plastic packaging films, not just because of its inherent barrier properties, but because it is recyclable, marine biodegradable and compostable. Arjowiggins Chartham Mill Ltd is based in the historic village of Chartham just outside of Canterbury, England. The Mill, which operates 24 hours a day, consists of one paper machine and a paper conversion department producing around 6,000 tonnes of translucent paper per year. We are entering an exciting period where technical and quality expertise are key to the successful development of our product for the future.

Job Role

This is a temporary vacancy initially for 6 months in a varied and busy role.

Reporting to the HR Manager you will work within a small team in the HR, Finance and Health & Safety departments. We ideally would like a flexible and adaptable person to provide Administration support primarily to the HR, Health and Safety Manager with cover for Payroll duties and finance administration as well as overseeing our Time and Attendance system. During holiday periods there may also be a requirement to cover some administration duties for Supply Chain.

This role will require the successful candidate to be trustworthy, confidential, self-motivated, flexible and have the integrity required for the position. We will expect you to possess excellent communication skills, common sense and be able to exercise sound judgement. You will need to have the capability to work on your own initiative and have demonstrated that you are good at independently planning and organising your time and tasks.

Educated to at least GCSE level or equivalent you will have the knowledge, skill, attitude, and ability to be able to easily take on the responsibility required for this role. Applicants should have excellent IT skills, in particular Microsoft Excel, Word, and familiarity with a variety of related software applications.

Person requirements

Wherever your talents and aspirations lie it is important to us that you add attributes and personal qualities to our team.



Our whole approach is built on working collaboratively together, being consistent and having the courage to do the right thing. All of which is underpinned by a commitment to safety and excellence in what we do. It is essential that you share those values.

Qualifications Required and Experience Required

- GCSE Level
- Minimum 5 years' experience.
- Knowledge of IT systems and processes used in Safety, Finance and HR
- Working as part of a small team.

Expected Competencies

- Autonomy – self-starter and able to work alone.
- Teamwork- work as part of team with strong communication skills
- Communication- in writing, and verbally.
- Initiative- be able to demonstrate from experience to date.
- Analytical- ability to analyse and present meaningful data and reports for use by others in making decisions.
- Attention to detail.
- Methodical and well-organised.
- High degree of computer literacy.
- Sound judgement and common sense.

Salary and Benefits

Salary up to £25K

7% Non-Contributory Pension

Discretionary Annual Bonus Opportunity

33 days Annual Leave Entitlement

Location

Arjowiggins Chartham Mill Ltd

Station Road

Chartham

Canterbury

Kent CT4 7JA

How to apply

Apply by e-mail with C.V. and covering note to: CharthamHR@arjowiggins.com

Closing Date: Tuesday 20th September 2022