



## HR Administrative Apprentice - VACANCY

Salary:	£22,308 per annum	Start Date:	ASAP
Contract Type & Hours p/w:	37.5 hours per week, Apprenticeship	Division:	N/A – Shared Services

A career opportunity has arisen within Hill & Smith Infrastructure, Bilston site, for an HR Administrative Apprentice. This would be a permanent as part of the HR Team.

Hill & Smith Infrastructure (HSI) Ltd forms part of Hill & Smith PLC's group of companies. HSI Ltd is made up of several OpCos: Barrier, Asset VRS, Hardstaff Barriers and Varley & Gulliver Parapets.

Hill & Smith Holdings PLC is an international group with leading positions in the design, manufacture and supply of infrastructure products and galvanizing services to global markets. Headquartered in the UK, Hill & Smith PLC is a FTSE 250 listed company, with revenues of more than £750m and a market capitalisation of £1.1bn.

Hill & Smith PLC creates sustainable infrastructure and safe transport through innovation. The Group employs c.4,000 people worldwide with the majority employed by its autonomous, agile, customer focussed operating businesses based in the UK, USA, Australia, and India.

The Group office is in the UK and Hill & Smith PLC is quoted on the London Stock Exchange (LSE: HILS.L). Its operating businesses are organised into three main business divisions:

**Galvanizing Services:** increasing the sustainability and maintenance free life of steel products including structural steel work, lighting, bridges, and other products for industrial and infrastructure markets.

**Engineered Solutions:** supplying engineered steel and composite solutions with low embodied energy for a wide range of infrastructure markets including power generation and distribution, marine, rail and housing. The division also supplies engineered pipe supports for the water, power and liquid natural gas markets and seismic protection solutions.

**Roads & Security:** supplying products and services to support road and highway infrastructure including temporary and permanent road safety barriers, Intelligent Traffic Solutions, street lighting columns and bridge parapets. In addition, the division includes two businesses which are market leaders in the provision of off-grid solar lighting and power solutions. The security portfolio includes hostile vehicle mitigation solutions, high security fencing and automated gate solutions.

### The Company Location

Hill & Smith Infrastructure Limited, Springvale Business & Ind. Park, Springvale Avenue, Bilston, WV14 0QL

The role is office based although there may be some requirement to travel to other sites.

### Jobs Requirements:

The successful applicant will support the HR team with day-to-day operations and projects, contributing to the smooth running of the department. They will be dedicated and enthusiastic, looking to start their career in HR and gain hands on experience in various aspects of human resource management.

We offer a comprehensive induction programme and unrivalled support and career development opportunities to ensure you achieve your career ambitions and aspirations. Employees have access to a wide range of benefits through our reward scheme, including Bupa Healthcare (post-probationary period), company share save scheme, a generous annual leave allocation and tailored training initiatives.

### We are looking for someone with:

- Excellent interpersonal and communication skills (verbal and written)
- Sound administrative ability with attention to detail
- Computer literacy and experience of Microsoft applications
- Ability to work under pressure and meet tight deadlines but always with a concern for quality
- The ability to prioritise work whilst working independently and as part of a team
- The sensitivity to appreciate when confidentiality and discretion are required

**All applicants will be asked to prove that they have the right to work in the UK and provide two satisfactory references.**  
If you would like to apply for this opportunity and receive the job description and person specification for this role, please send an up-to-date CV to: [recruitment@hill-smith.co.uk](mailto:recruitment@hill-smith.co.uk) by **Friday 26<sup>th</sup> July 2024**.

Feel free to contact our HR team if you have any questions about the position or the process – 01902 499400.

Hill & Smith Infrastructure Ltd are committed to promoting equality, valuing diversity, and working inclusively, we uphold the principles in our behaviour and working practices - we are committed to providing equality of opportunity in all areas as an employer, whether in recruitment and selection, promotion or training and development. As we grow, we understand that we must have the most talented employees with diverse backgrounds, cultures, perspectives, and experiences to support our innovation and creativity.