Tropic Biosciences™ | HR Generalist - Job Advert

About Tropic Biosciences

Based in Norwich (UK), Tropic Biosciences is a leading agricultural biotechnology company dedicated to developing and commercialising high-performing varieties of tropical crops which provide significant benefits to growers, processors and consumers. Tropic’s vision is to become a leading seed business with significant ownership of its products from the laboratory to the field, while maintaining constructive relationships with growers and consumers based on transparency and trust.

What we are looking for

Reporting to the HR Director, HR Generalist will have a broad knowledge of Human Resources function and will provide the required assistance relating to all HR matters including, but not limited to Recruitment, Benefits and Compensation, Policies and Procedures, Learning and Development and Employee Relations.

Job Specification and Key Skills Required

- Coordinate all recruitment efforts and provide support to the Hiring managers
- Manage internal and external job postings
- Assist in preparing and managing approvals for all job requisitions and offers
- Help with the implementation of a new HR Software
- Provide ad-hoc reporting as needed
- Support in Employee Relations
- Issue employment contracts and references
- Maintain employee personnel files (electronic)
- Management of employee Benefits
- Coordination with external payroll provider
- Other projects and responsibilities, as assigned

Required Experience, Knowledge and Key skills

- Bachelor’s degree in Human Resources, Business Administration or equivalent
- 1-2 years’ experience in Human Resources Operations and Recruitment
- Detail oriented with excellent organizational, prioritization and multi-tasking skills
- Excellent written and verbal communication skills in English
- Ability to work independently on a wide variety of projects
- Ability to be flexible, energetic and positive in a fast-paced environment
- Ability to handle and maintain confidential details and records

Additional information

- Job Location – Norwich Research Park, Norwich, England
- Time Requirement - Full time position
- Job start date – January 2020
- Compensation – We offer a competitive compensation package to successful candidates

Application instructions

If you meet the above criteria, we would be happy to hear from you. Please send your C.V and covering letter to recruitment@tropicbioscience.com, stating your salary expectations and availability as well as quoting the job title in the subject line of your email.