

YOUR IDEAS.
YOUR CAREER.

BALLUFF

Around 3600 employees worldwide work every day at Balluff on high-quality sensor, identification and image processing solutions, including network technology and software for all automation requirements. They are our shapers of the future. That's why, as a globally positioned family company, we always offer them the best conditions. Work with us on creating our customers' success and let's advance innovations together.

We are looking for passionate and result-oriented team players as

GENERAL SERVICES, FINANCE AND HUMAN RESOURCES ADMINISTRATOR

These are your areas of responsibility

- **Business Support:**
Provide support to the MD to implement the headline strategies and business objectives across the organization. Handle personnel and confidential matters discreetly and professionally. Work with suppliers to negotiate contracts, leasing, insurance administration, and IT services. Provide finance support such as assisting with basic accounting tasks, supporting with audit processes, checking travel expenses and credit card transfers. Organize and maintain company data in line with GDPR. Support logistics and customs processes. Handle bookings for all travel requirements.
- **HR Support:**
Provide support to the HR Business partner for the UK and handle all aspects of HR administration for the UK team such as administrative tasks, legal support and managing Health and Safety policies.
- **Facilities Management and Organization:**
Coordinate maintenance and repairs of the office spaces, arrange and set up equipment and supplies needed.
- **Events and Meetings:**
Set up and arrange facilities for meetings, conferences, and events. Coordinate catering and other logistical needs for meetings. Assist in preparing meeting materials, agendas, and presentations. Greet and assist visitors, clients, and guests.
- **Communication and Correspondence:**
Diary management. Assisting with drafting, proofreading, and distributing internal communications and announcements. Organize and file documents, records, and reports in digital formats.
- **Sales support:**
Preparing sales reports, analyzing data, preparing presentations and proposals. Supporting the sales team when required.
- **Special Projects:**
Contribute to special projects or initiatives as needed.

Your skills and competencies

- You have been working as General Services or in a HR Administration role for at least 5 years, are degree qualified, and have gained exceptional organizational skills and dedication to supporting managers and employees.
- You have honed your ability to efficiently manage calendars, arrange travel itineraries, coordinate meetings, and handle sensitive information with the utmost discretion.
- You are skilled in handling complex data in Excel, and proficient in using office software and communication tools.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal abilities. You are used to working with customers as well as international colleagues in cross functional teams.
- Ability to multitask and prioritize tasks in a fast-paced environment.
- Positive attitude and willingness to contribute to a positive team culture.
- Commitment to maintaining a professional office environment.
- Ability to guide and support the UK sales team with extensive knowledge of the PFB industry and applications

Why Balluff? Next to a good salary we offer several benefits

- A competitive salary and benefits package
- You will contribute to a forward-thinking organization, joining a winning and positive team environment, local as well as international
- Hybrid working options
- Learning on the job, your colleagues and the online academy will help you learn everything you need

Balluff has been financially independent as a family run company for four generations now. We plan our corporate goals with foresight. This enables us to offer our employees long-term and lasting prospects, and highly competitive rewards and benefits. Experience the Balluff Spirit yourself. Become part of our team.

**You want to make a difference with us?
Then we look forward to receiving your application!**

If you are interested, please apply to: hr.uk@balluff.co.uk enclosing your CV.

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 **innovating automation**