



pladis x British Pakistan Foundation Partnership: 6 months Paid Internship Programme

pladis Global and **British Pakistan Foundation** have partnered to offer an internship opportunity to a student or recent graduate to help them gain real job experience and develop soft skills that will make them successful in their career journey.

About pladis

pladis is one of the fastest growing global snacking companies and home to beloved brands including McVitie's and Ulker. pladis is also proud to make and distribute a carefully curated range of GODIVA chocolates exclusively for consumer-packaged goods channels around the world.

pladis also owns regional brands such as Jacob's, go ahead!, Carr's, Flipz, BN, Verkade and many more, delighting consumers with products across the snacking category including sweet and savoury biscuits, wafer, cake, chocolate, gum and candy. Formed in 2016, pladis is the proud steward of over 300 years of family baking and confectionery experience. The expertise of its 16,000-strong global workforce spans 25 factories in 11 countries, and is founded on collaboration, agility and resilience.

As a responsible business, delivering the highest quality products and exceptional service, pladis' products have the potential to reach more than 4 billion people across the world.

Internship Program Components

Job Experience

Career Mentoring
& Training

Internship Reward & Benefits

Following salary and benefits package will be offered to each intern,
(6-months equivalent of the salary and annual holidays should be calculated on a pro rata should be)

- An annual salary £16,000 per annum
- 25 days annual holiday, plus bank holidays
- Discounts at more than 1,000 shops including: Marks & Spencer, HMV and Vodafone
- A buddy to help you settle into life at pladis



Recruitments Steps:



Position Title: HR Admin Intern at pladis HR Service Center

Location: Liverpool (Remote working during lockdown)

Why join our team?

The HR Service Centre is the central hub of all HR and Occupational Health & Well-being administration across pladis where high volume transactional activities are performed within a service delivery framework.

These activities span the employee life cycle from starting to leaving and include changes to terms and conditions and general HR and Occupational Health and Wellbeing administration.

The HR Admin Intern will provide administrative support relating to key processes for the Occupational Health & Wellbeing Team in a timely and efficient manner. There will be also the opportunity to gain exposure to / support with wider HR admin tasks subject to the volumes in this role. Engagement and communication with key stakeholders is an essential part of the role.

Training for the tasks and OHW systems will be provided.

What will this role achieve?

- An exceptional service to key stakeholders and managers
- Effective communication for all key stakeholders and managers

What will be your key deliverables?

- Provide excellent customer service and maintain ongoing communication with all stakeholders e.g. employees, Line Managers and the wider HR/OHW community.
- Complete efficient and effective transactions applying sound judgement and initiative.
- Take ownership and apply knowledge to all queries through to resolution.
- Create and maintain accurate employee records within the OHW/HR system.
- Operate within HRSC quality standards and controls.
- Support other teams in the HRSC during times of high volume.
- Exercise discretion when dealing with sensitive information.
- Keep up to date with changes in the external environment which may impact pladis



- Able to deal with sensitive information and be aware of confidentiality

What do you need for this role?

Essential

- Min 5 GCSEs grade C and above (Maths and English essential) or equivalent.
- Experienced user of Microsoft Office.
- Excellent customer service skills.
- Manage a varied workload and changing priorities without compromising quality.
- Strong communication skills – verbal and written.
- Strong attention to detail.
- Focus on continuous improvement - ability to identify, share and escalate suggestions.
- Good decision making and problem-solving skills.

Desirable

- Interest in progressing in a customer faced or HR career.
- Interest in HR legislation
- Experience in SAP HR / Workday or other HR databases.

Work Authorization:

Candidates must have work permit in the UK

Please send your CV and cover letter to intern@bpfuk.org between 22nd Feb to 1st March 2021.