**It’s not just supporting People, it’s supporting a success story.**

**What you’ll do**

You’ll assist our HR Team with all aspects of the day to day HR Administrations tasks, working closely with the business and Managers acting as support in dealing with any People related queries. You'll ensure our processes run smoothly, keeping our systems up to date.

**About you**

You’ll have at least 6 months HR experience or similar, be fully computer literate - experienced using Microsoft Office packages, have high level of accuracy and enjoy working in a team. You’ll also be professional, confident and conscientious and be able to form good relationships with internal customers.

**What we offer**

This is a place for people who enjoy the buzz of constant change. We offer a range of excellent benefits as well as great on-site facilities. You can expect:

* 26 days’ holiday (plus bank holidays) - with the option to buy a further week
* On site gym
* Contributory pension scheme
* Private health cover
* Life assurance, plus access to staff sales, childcare vouchers and a cycle to work scheme, and a whole lot more!

**About Us**

Operating through the Matthew Clark, Bibendum, Tennent’s and Bulmers Ireland brands, the Group has a market leading range, scale and reach including an intimate understanding of the markets it serves.

Together we grow, brew, manufacture, market, and deliver some of the world’s favourite drinks. From grass to glass, and everything in between. C&C Group plc is a premium drinks company which owns, manufactures, markets, and distributes a unique portfolio of beer and cider brands in its home markets and across the globe.

C&C Group’s portfolio of owned/exclusive brands include: Bulmers, the leading Irish cider brand; Tennent’s, the leading Scottish beer brand; Magners the premium international cider brand; as well as a range of fast-growing, premium and craft ciders and beers, such as Heverlee, Menabrea, Five Lamps and Orchard Pig.

We seek to champion and embed sustainability in everything that we do at C&C. While delivering joy to customers, we always shine a light on people and the planet. We have a clear ESG vision delivering to a better world. We respect, support, and develop all our people to be their best, with a focus on results by creating a culture of winning together.

We also recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. If your experience is close to what you see listed here, please still consider applying. Diversity of experience and skills combined with passion is a key to delivering on our mission. Therefore, we encourage people from all backgrounds to apply. Please let us know if you require accommodations during the interview process.

*C&C Group (and inclusive companies) do not accept unsolicited CVs from recruiters or employment agencies in response to any of our roles. For help, please contact our Talent Acquisition Team at careers@candcgroup.com. All applications need to come through the candidate portal https://careers.candcgroupplc.com/vacancies/*