



HR Apprentice with Chesterfield College

Candidate Brief

AESSEAL plc, Mill Close, Rotherham, S60 1BZ

Email: Careers@aesseal.co.uk



ENVIRONMENTAL TECHNOLOGY

AESSEAL® overview



AESSEAL® is part of the AES Engineering Ltd Group, a global engineering and reliability leader with sales exceeding £283 million. We design and manufacture mechanical seals and seal support systems that keep industry moving, and our innovations are engineered to minimise environmental impact, helping customers cut waste, save energy and combat climate change.

We're proud of an exceptional reputation and an equally strong commitment to social responsibility. Careers at AESSEAL® are built on opportunity. We develop talent from apprenticeships upwards, give people room to grow, take on responsibility and progress into management roles.

Explore our day-in-the-life videos to meet the teams and see what your next role could look like. Employees are encouraged to make a difference beyond the day job, working with schools to inspire future engineers and entrepreneurs, sponsoring GUTS events, and driving our mission to achieve global Net Zero.

Our culture of excellence is recognised with 16 King or Queen's Awards and numerous ISO certifications across quality, health and safety, environment, cybersecurity and more. With year-on-year sales and profit growth, and over £61 million invested in facilities and machinery, AESSEAL® offers the resources, stability and ambition that make it a uniquely rewarding place to work.



Our Purpose is to give our customers such exceptional service that they need never consider alternative sources of supply.

- We pursue excellence in order to continuously improve.
- We promote, embrace and manage change.
- We champion honesty and fairness.
- We are committed to protecting the environment.
- We create an environment where we are happy at work.

Our vision is to become the leading global reliability business, delivering solutions to help industries save water, energy, cut pollution, and create a better world.

Our focus - to us, the customer really is king. It is our focus on customer service and quality that has seen us grow year on year since we were established in 1979. Today we have 66 trading entities operating from 161 locations in over 104 countries, and employ a global network of sales engineers and technical support specialists.

C. J. Rea, Managing Director



The benefits



At AESSEAL®, we recruit and develop the most talented individuals, whether that's in engineering, sales, service, or support roles.

Our focus - to us, the customer really is king. It is our focus on customer service and quality that has seen us grow year on year since we were established in 1979. Today, we have 230 locations worldwide, supplying customers in 104 countries, and employ a global network of sales engineers and technical support specialists.

Working collaboratively across our global operation, we are one 'family' community, where teamwork is encouraged and clarity, mutual respect, and understanding are key. If you would like to find out more about our current vacancies and apprenticeship schemes, please navigate using the careers menu.

What are the benefits to working for AESSEAL®?

- Pension Scheme including Salary Sacrifice
- Aspire to Retire Scheme
- Life Assurance
- Length of Service Scheme (5 years, 10 years, 15 years, 20 years, 25 years, 30 years and 35 years)
- Mindful Employer – Supporting Mental Health
- Cycle2Work Scheme
- EV Car Scheme – partnered with Octopus Energy
- BenefitHub – exclusive discounts, rewards and cashback
- STAR Awards - £250 Amazon Voucher
- Sporting Tickets
- Westfield Health cover at discounted rates
- Help@Hand – Employee Wellbeing and Mental Health
- AES Tree Walk
- Free On-Site Parking and EV Charging Facilities



Job purpose



Job Purpose

The purpose of this role is to provide administration assistance to the HR Team.

Job Dimensions

The role contributes to the effective day to day operation of the HR function and supports a positive employee experience across the business.

HR Apprentice Role

Job Title: HR Apprentice

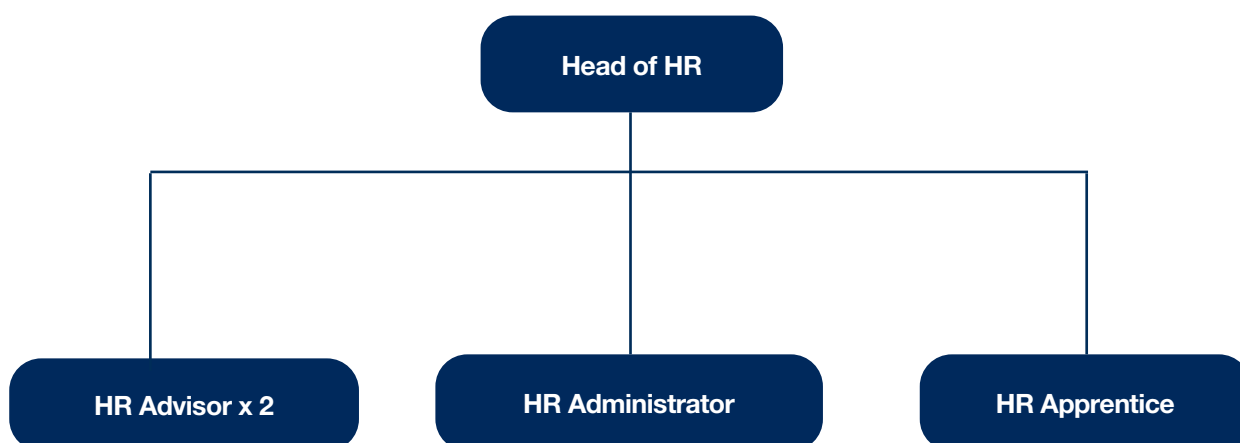
Department: HR

Location: Mill Close, Bradmarsh Way, Rotherham, S60 1BZ

Organisation: AESSEAL plc

Reports to: Head of HR

Organisational Chart



Principle accountabilities

- A.** Prepare new starter induction paperwork and other new starter documentation.
- B.** Scanning and filing employee records as required.
- C.** General office duties, filing, answering the phone, taking messages.
- D.** Maintenance of HR records as requested in line with Data Protection Legislation.
- E.** Assisting with the organisation and delivery of induction and training activities, as required.

N.B This list is not exhaustive, the job holder is required to carry out reasonable tasks within their level of skill and ability.



Skills, knowledge and experience



Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Grade 5 or above in GCSE Maths and English (or equivalent) 	
Skills & Knowledge	<ul style="list-style-type: none"> Ability to maintain confidentiality at all times and demonstrate discretion Planning and organisational skills Excellent attention to detail Ability to work accurately Ability to work within a team as well as using own initiative 	
Experience		<ul style="list-style-type: none"> Customer Facing experience Experience of working within an office environment
Character	<ul style="list-style-type: none"> Desire to provide exceptional customer service. Ability to work on own initiative and under pressure Ability to work as part of a small team Ability to promote, embrace and manage change Contribute to a happy working environment Effective communicator You must be self-motivated and enthusiastic and be able to demonstrate your ability to investigate and solve problems as they arise Mature attitude 	

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