

Rachel Adeyinka

HR Officer

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Profile

HR officer with five years in a 600-person logistics business, supporting managers across three sites. Handles absence, grievance and disciplinary cases from first meeting to outcome, runs recruitment for hourly roles and keeps employee records accurate and confidential. CIPD Level 5 Associate Diploma. Looking for an HR advisor or senior HR officer role.

Experience

HR Officer | Severnside Freight Ltd, Avonmouth | 2022–present

- Support managers on about 30 absence, grievance and disciplinary cases a year: plan meetings, take notes and draft outcome letters.
- Introduced return-to-work meetings at all three sites; short-term absence fell from 4.8% to 3.6% in a year.
- Run recruitment for warehouse and driver roles, about 120 hires a year, from advert to right-to-work checks and contracts.
- Rewrote the absence and flexible working policies with the HR manager, and trained 25 line managers on them.
- Keep employee files and the HR system up to date, and handle personal data in line with the company's data protection policy.

HR Administrator | Severnside Freight Ltd, Avonmouth | 2020–2022

- Prepared contracts, letters and monthly payroll changes for the payroll provider.

Qualifications

CIPD Level 5 Associate Diploma in People Management | 2023

BA (Hons) Business and Human Resource Management, 2:1 | University of the West Vale | 2016–2019

Skills

- Employee relations casework
- Recruitment and right-to-work checks
- Absence management and policy writing
- HR systems, Excel and Microsoft 365