

**We are
hiring**

HR Manager

Clarilis is a document automation system that saves lawyers a significant amount of time in producing the first draft of all forms of legal documentation. It is designed from the ground up by solicitors for solicitors and takes its lead from traditional drafting techniques. Clarilis works with complex suites of documents.

You can find out more about us here: www.clarilis.com

About the role:

Role: HR Manager
Reporting to: CEO

Reporting to the CEO, this is an exciting new opportunity to join a collegiate and friendly team, playing a key role in leading all aspects of HR and employee engagement.

This is a newly created role in a high-growth company and will cover everything HR and people-related.

To ensure success you should have experience with HR, recruitment and training and providing advice and support to the management team.

Responsibilities:

- Assist with all recruitment matters on onboarding of new employees
- Working closely with the CEO, management team and team leaders
- Employee engagement strategies
- Performance monitoring and review sessions
- Providing advice and support to management team on employee relations issues - including formal employee relations processes such as sickness, performance, absences

For more information or to forward your CV for consideration for this role please email recruitment@clarilis.com



The ideal candidate will have the following skills and attributes:

- Bachelor's degree or relevant experience
- 5+ years' experience in Human Resources
- Strong recruiting and demonstrated ability to improve talent acquisition strategies
- Demonstrated expertise training managers and employees
- Strong organisational, critical thinking and communications skills
- Attention to detail and good judgement

What do we offer:

Working closely with the CEO and management team, this is an exceptional opportunity for the successful candidate to be a key team member in a high-growth tech company.

EEO Policy:

Clarilis is an equal opportunity employer. All qualified applicants will receive consideration for employment without regards to race, colour, religion, sex, national origin, disability, sexual orientation or any other characteristics protected by law.

Hours: **Full-time or Part time**

Location: **Leamington Spa**

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