



FRESH PRODUCE



Excellent Opportunity in our HR Department

There is something very rewarding about working in an industry that produces healthy, fresh produce.

At S&A we are extremely proud of our high-quality produce and the dedication and passion of those that work for us.

Most of our agricultural colleagues work for us seasonally and come to the farm from all over the world.

Not every job involves working outside, and we are currently recruiting for a full-time, temporary SLO (Seasonal Liaison Officer) to join our HR Department in Marden.

Seasonal Liaison Officer (SLO) Maternity Cover

The role of an SLO is to ensure all agricultural workers are informed and supported in their integration within the business and campsite community. You will develop a sound understanding of our policies and procedures, deliver a welcoming and informative induction programme and communicate individual advice and guidance. You will work in collaboration with the HR and campsite teams to provide a professional, efficient and compassionate service.

The main duties and responsibilities will include:

- Completing agricultural worker inductions & associated paperwork and delivering trainings.
- Arranging medical appointments and coordinating transport arrangements.
- Maintaining and keeping up to date employee personal files and HR records.

- Work closely with the HR team to deliver a person-centred, high-quality service to our employees, ensuring any concerns are raised swiftly.
- Raise any workers' queries with the relevant department so these can be resolved quickly.

The ideal candidate:

- Will have a positive, friendly, and welcoming demeanour. As you will work with sensitive information you will be expected to demonstrate a high degree of tact, diplomacy, and professional integrity.
- Will speak fluent English and Bulgarian – **this is ESSENTIAL.**
- Will be computer literate and have a basic knowledge of Microsoft applications including Word, Outlook and Excel.
- Will have an ability to organise own workload and demonstrate autonomy, initiative, and creativity.
- Will have an ability to respond proactively to unexpected problems and situations and can present sensitivity and objectivity in dealing with confidential issues.

The successful candidate will receive full training; The core working hours are Monday to Friday 8:30AM – 5:00PM.

We offer:

- 33 days annual leave
- Range of financial & wellbeing benefits
- Scope to uncover your potential with a rapidly expanding, independent business.

Please apply by email to: ruthjoesbury@sagroup.co.uk and attach an up to-date CV.



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