

# Christine Jones

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## PROFILE

A self-motivated and hard working Personnel Officer with experience in all aspects of personnel work. Able to use own initiative and work as part of a team. Proven leadership skills, including managing and motivating other staff to achieve company objectives. An effective communicator at all levels within an organisation. Good problem solving and analytical skills. Computer literate.

## HUMAN RESOURCE PLANNING

- Assessing the company's future staffing requirements over the short, medium and long-term.
- Liaising with the company's senior management to determine their human resources requirements.
- Producing a comprehensive human resources plan for the company's expansion over the next five years.

## REWARD MANAGEMENT

- Administering the company's pay policy.
- Devising new and effective company incentive schemes - these have reduced absenteeism and increased production levels by 10%.
- Managing the company's share ownership scheme.
- Liaising with the external fleet manager.

## RECRUITMENT & SELECTION

- Preparing and placing advertisements in the local and national press.
- Interviewing candidates and checking references.
- Producing job descriptions and contracts of employment.
- Liaising with other departments in the company over candidate selection/rejection.
- Co-ordinating with local job centres, schools and colleges.

## TRAINING & DEVELOPMENT

- Developing effective training programmes in conjunction with other departments in the company.
- Organising and conducting induction training sessions for all new employees.
- Appointing and monitoring external training organisations for specialist training courses.

## EMPLOYEE SERVICES

- Managing and maintaining staff personnel records.
- Counselling staff as and when required.
- Organising social activities as the Activities Officer of the staff social club.
- Producing Health & Safety reports.

## **EXPERIENCE**

1989 - date JACKSON ENGINEERING  
1995 - date Personnel Officer  
1989 - 1995 Personal Assistant to the Director

1983 - 1989 ATLAS FOODS LTD  
1987 - 1989 Secretary to Manager  
1983 - 1987 Typist

## **TRAINING**

Presentation Skills, Negotiation Skills, Team Leadership, Training the Trainer Course, Administration in a Personnel Department.

## **QUALIFICATIONS**

**IPM Certificate in Personnel Practice.**

**6 GCE O Levels:** English Language [C], Mathematics [C], French [C], Biology [C], Geography [C], History [C].

## **ADDITIONAL INFORMATION**

Driving Licence: Full, clean.

## **INTERESTS**

Keeping fit - tennis, squash, gym.