

## RECRUITMENT & HR CO-ORDINATOR

<b>Job Title:</b>	Recruitment & HR Co-ordinator
<b>Department:</b>	Human Resources
<b>Reporting to:</b>	Resourcing Lead/HR Business Partner
<b>Responsible for (staff):</b>	None
<b>Location:</b>	Redditch
<b>General Purpose of Role:</b>	Delivery of HR and recruitment administration providing support to the HR team, line managers and colleagues.

## ACCOUNTABILITIES

- Provide administrative support to the recruitment team and the wider HR team.
- Monitor the recruitment inbox and respond to email queries from potential candidates and hiring managers.
- Liaising with the job boards and agencies on the Preferred Supplier List (PSL) to register vacancies and receive CVs.
- Co-ordinate interviews with candidates and line managers, ensuring all the relevant arrangements and communication are in place including post interview feedback.
- Ensure the organisation's Carry out right to work checks, checks of qualifications & certificates and obtain references.
- Prepare and issue candidate documentation such as offer letters, contracts of employment and new starter packs.
- Prepare and issue ID badges for new starters and existing colleagues as and when required.
- Support the candidate on-boarding experience to ensure that candidates have the best experience joining the organisation, maintaining excellent communication and smoothing their path into the organisation.
- Maintain the integrated Recruitment/HR system with real time and accurate data.
- Proactively address first line HR queries via face to face contact or phone enquiries, actioning where appropriate and escalating where necessary.
- Provide management information reports on both a periodic and ad-hoc basis.
- Arrange investigation, disciplinary and grievance hearings as required and support with note taking and drafting of documents.
- Support the HR Business Partner with administrative tasks.
- Ensure all documents/information is shared and filed appropriately in the organisation's systems and colleague efiles in accordance with the GDPR Regulations and company policies.
- Support with HR projects and continuous improvement activities.

## KNOWLEDGE AND SKILLS

### Specific Qualifications:

5 GCSE's at grade C or above including Maths and English is essential  
Administrative or business qualification is desirable

## Knowledge & Experience

- Strong administration skills
- Previous experience of working in a fast paced environment with competing priorities
- Proactive and flexible approach
- Strong organisation and communication skills, both written and verbal
- Strong IT skills with previous experience of using MS Word, Excel and Powerpoint to a high level.
- Ability to work in a highly confidential environment dealing with special category data.
- Ability to work accurately with attention to detail
- Excellent interpersonal skills
- Ability to work as part of a team

## VALUES & BEHAVIOURS

### Do it **SIMPLY**:

- Improve every day – provide sustainable, workable and lasting solutions to challenges
- Strive for efficiency – work in an uncomplicated manner, using language and terminology that can be understood by all

### Do it **WELL**:

- Act safely and responsibly – safety first and at the forefront of everything you do
- Excel at customer service – find solutions that meet, where possible exceed expectations

### Do it **WITH PASSION**:

- Perform with pride and purpose – act as a positive role model to others
- Value each other – be open and transparent and respect the views of others