

RECRUITMENT ADMINISTRATOR

Job Title:	Recruitment Administrator
Department:	Human Resources
Reporting to:	Resourcing Lead/HR Business Partner
Responsible for (staff):	None
Location:	Redditch
General Purpose of Role:	Delivery of Recruitment administration providing some support to the wider HR team, line managers and colleagues.

ACCOUNTABILITIES

- Primarily 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.
- 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 system with real time and accurate data.
- 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 Resourcing team and 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.
- Screening candidate CV's and short listing them for the right positions
- Arranging and confirming interviews
- Coordinating relevant paperwork and documents for interviews
- Ensuring all compliance needs are met for the roles
- Maintaining the internal database to ensure all information recorded for candidates is accurate and up to date
- Advertising any internal roles via social media, website, job boards
- Assisting the Recruitment team with any administration tasks required.

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
- Been in a trainee/consultant recruitment role previously
- 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