

Part time Recruitment & HR Administrator
4 month contract, approximately 20 hours a week.

Key Duties

Recruitment Advertising:

- Work with managers to write job adverts
- Set up typeform questions
- Post jobs on our website'
- Post jobs on other recruitment boards

Candidate Management:

- Monitor the apply@ email account and respond to applicants in a timely fashion
- Pass applications to recruiting manager via a candidate spreadsheet
- Ensure candidates are kept up to date with where they are in the process, including declining and giving feedback

Interview Management:

- Create shortlists using template spreadsheets to share with managers
- Arrange & schedule interviews for managers and candidates
- Arrange interview question sheets for managers (using templates)
- Checking right to work or delegating responsibility

Offer Management:

- Produce offer paperwork & send (Adobe Sign) to Ciaran and candidate for signing
- Let recruitment manager know when offer accepted or turned down.
- Create HR folder, save and file signed paperwork and related documents

New starters:

- Set up new starter on People HR and the staff register
- Send welcome email before their first day
- Arrange inductions and speed-dating
- Schedule 6 week manager catch up and 3 month review, and add to Organogram

HR Admin:

- Processing HR Letters using pre written templates

Required skills and experience:

- Candidates must have previous experience working in a busy HR/Recruitment function
- Word and Excel Essential (Google docs ideal)
- Experience working with HR management software
- Good written and verbal communication skills
- Able to deal with a fairly busy workload.
- Good diary management skills

- Attention to detail
- Confident telephone manner