

HR and Recruitment Coordinator

Location North East | **Salary** Competitive salary plus benefits

Overview

Our Teesside based client is an impressive, innovative organisation who is embarking on an exciting phase of growth. They are looking to appoint an enthusiastic, driven HR and Recruitment Coordinator to assist the HR team in provision of HR, Recruitment and Onboarding support within a fast-paced, creative environment. This is a rare opportunity to gain valuable experience working for a great brand and growing business.

This is a unique opportunity and will suit an aspiring HR and Recruitment professional who has worked as part of a HR or a Recruitment function and who will be able to support with the successful onboarding of new employees.

Job Description

Main responsibilities:

- Work as part of a HR team to provide a professional and effective HR Service to the business.
- Assist with all onboarding and induction activity to support the business achieve its ambitious growth objectives.
- Provide advice and support to new employees with relocation needs.
- Support the Talent and Recruitment team with the recruitment campaign management from administration, offer management, onboarding and induction.
- Work with Third Parties to understand and assess employee needs with their relocation requirements.
- Keep up to date with any legislative changes relevant to UK Visa, Immigration and relocation.
- Assist with compilation of employee letters and electronic forms to ensure they are legally compliant.
- Supporting the HR team with all generalist HR processes and procedures.
- Maintaining paperwork and preparing reports relating to HR activities.
- Maintenance of their HR Information Systems and manual administration processes.

Person Specification

The successful applicant will:

- Be an aspiring HR or Recruitment Advisor with a passion for delivering an excellent candidate journey at offer management and onboarding stages.
- Be highly organised and able to effectively manage multiple priorities.
- Be a confident communicator able to develop rapport and good working relationships with candidates and stakeholders at all levels in the business.

This role will suit an aspiring Recruitment or HR Assistant who thrives working in a fast-paced environment and enjoys working as part of a team. The role is to be based at their main office in Teesside.

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