

HR & Recruitment Coordinator

Location North East | **Salary** £26,000 to £28,000 plus benefits

Overview:

We are working with a highly reputable and established Newcastle based organisation to recruit a new permanent HR & Recruitment Coordinator. The role will provide quality HR administration in all aspects of the HR function with a key focus on recruitment and HR systems management.

Main responsibilities:

Reporting to the Head of HR the main responsibilities include:

- Provision of administrative support within the HR Department across all people-related activities.
- Responsible for the maintenance of the HR system and suggest any system improvements.
- Responding to front line employee queries in person, via telephone or email.
- Proactively manage the daily HR inbox, prioritising work and escalating matters across the HR team where required.
- Assist with recruitment related administration and processes including drafting job descriptions; advertising; reviewing CVs; interview coordination; and administering pre-employment checks.
- Preparation of letters including but not limited to disciplinary and grievance outcomes and colleague reference requests.
- Support the HR team with all generalist HR and Recruitment processes and procedures.
- Keep up to date with emerging HR issues and changes in legislation.
- Support with a variety of HR projects as and when directed by the Head of HR.

The successful candidate will:

- Have proven administration skills gained from within a HR or Recruitment function.
- Have a good general knowledge of supporting across all HR competencies.
- Be able to demonstrate excellent organisational and prioritisation skills and have the ability to communicate effectively in a professional manner.
- Possess strong IT skills and be comfortable in using Excel and HR systems.

The role sits within an established HR team and will provide the opportunity to learn and develop within a fast-paced, changing environment.

Newcastle based – onsite.

0191 488 4955 | info@michellesimpsonhr.co.uk