

Recruitment Administrator

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

Overview

Our client is a highly-successful, large organisation looking to appoint an experienced Recruitment Administrator on a permanent basis to support the company's ongoing recruitment plans.

Job Description

The position will involve the following responsibilities:

- Manage a portfolio of Recruitment administration supporting the line managers against tight timescales and deadlines.
- Deliver a high level of HR customer service to both internal and external stakeholders.
- Ensure that accurate information is maintained and stored in the HR system.
- Dealing with recruitment advertising collating all relevant administration.
- Collating candidate shortlists to line managers.
- Process offer letters and contracts of employment.
- Administer employment reference materials.
- Liaise with Payroll to adjust any starter and leaver information.
- Manage telephone calls into the department.
- Support the HR team in any recruitment related administration.

Person Specification

The successful applicant will already have proven administrative experience from within a fast paced HR or Recruitment environment. Previous recruitment experience or an agency background will be highly desirable.

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