

Recruitment Assistant

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

Overview

Our client is a market leader in their field with a large base in the North East. They have ambitious growth plans and as a result are looking to appoint an experienced Recruitment Assistant to join an established HR and Talent team.

Job Description

Reporting to the Recruitment Manager, the role will be responsible for supporting all aspects of the recruitment lifecycle including the following activities:

- Accurately and efficiently logging applications on internal systems.
- Providing administration support to the HR and Recruitment team throughout the entire candidate selection process.
- Confirming and coordinating interviews with successful candidates.
- Working with hiring managers to confirm availability for interviews.
- Communicating with candidates in a professional way during the entire selection process.
- Give all applicants the best candidate journey by providing excellent communication and administration throughout recruitment processes.
- Working with the HR team to support with the onboarding process.
- Writing Job Adverts and posting to relevant Job Boards and company websites.
- Communicating all vacancies internally.
- Direct resourcing for specialist roles using LinkedIn and Job Websites.
- Accurately record information throughout the selection and onboarding processes.

The successful candidate will:

- Have proven recruitment, HR or general administration expertise gained from within a commercial/industrial environment.
- Be able to demonstrate high levels of attention to detail and organisational skills.
- Be able to liaise with internal and external stakeholders confidently across a wide spectrum of business specialisms.
- Be adaptable within a fast moving and changing environment.

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