

Department: HR

Job role overview:

- To provide accurate generalist recruitment support to the Company.
- To support on recruitment projects alongside business objectives.
- Attract and recruit the best candidates to the vacancies and ensure the recruitment needs of the Company are met.
- Assist with supporting the immediate resourcing strategy and full recruitment process by following best practice recruitment.
- Working with stakeholders across Head Office, Design, Engineering and the Factory, in a manufacturing setting.

Location: Hinckley, Leicestershire

Duties:

- To complete a full recruitment process by advertising and sourcing skilled candidates through to offers, including permanent, temporary, consultancy, apprenticeship and secondment positions; with responsibility for both Motorcycles and Designs where required. Partner with all business areas to have a working knowledge of what type of candidates are required.
- To be responsible for the recruitment inbox, ensuring this is managed daily and that emails and queries are responded to in a timely manner.
- To maintain the Reach ATS system on a daily basis, managing candidates through the system with the support of hiring managers.
- To support with the maintenance of the Reach ATS system, liaising with the provider to make required changes to process and functionality.
- Ensuring that all new vacancies are advertised in a timely manner.
- Building and maintaining agency relationships where required to support the business recruitment needs.
- Creating business aligned Job Descriptions and Person Specifications, alongside Managers, to ensure effective advertisement for the role. Reviewing applications against person specifications where needed to support the hiring manager with screening and shortlisting.
- Administering OPQ and ability assessments through SHL Talent Central online.
- To assist hiring managers with scheduling interviews.
- To understand right to work legislative requirements and provide guidance to hiring managers and candidates as needed.
- Regular review and checking of candidate right to work status received following the interview process in accordance with GDPR.
- To support the Company's annual Industrial Placement recruitment, liaising with universities to advertise roles and attract the best candidates.
- Working with assessment centres and careers fairs for industrial placements and graduates. Booking and attending careers fairs and university visits in line with recruitment strategy.
- Responsibility for the Apprentice Levy and starting apprenticeships.
- Responsibility for creating monthly recruitment reports for the Board.
- Maintaining accurate records of recruitment forms and information, ensure spreadsheets are accurately updated.
- To create and distribute the internal recruitment bulletin as required.
- Any other ad hoc duties as required by your manager.

Person Specification: Recruitment Coordinator



	Essential	Desirable
Qualifications and Attainments	Maths and English GCSE grade C or above.	A degree qualification, Level 3 CIPD or equivalent practical attainment for a period of a year.
Professional Experience and Skills	Proficient in Microsoft Packages including Excel, Word and Outlook. Good commercial awareness.	Previous experience of a recruitment system and SHL or other ability testing. Direct resourcing. Previous proven experience of recruitment administration, generalist recruitment and working within a HR Team or outsourced recruitment service. Experience of an ATS system. Previous experience of working within an automotive /manufacturing environment.
Personality and Motivation	<p>Be pro-active and demonstrate the ability to work at pace.</p> <p>Be willing to learn and receive feedback.</p> <p>Accurate and detailed. Self-motivated and resilient.</p> <p>Able to work alone and as part of a team. Flexible and adaptable.</p> <p>Able to take instruction and work calmly under pressure.</p> <p>Excellent communication skills, clear and concise written and verbal skills.</p> <p>Competent planning and organisation skills to strict deadlines.</p> <p>Ability to work effectively on a variety of tasks daily.</p> <p>Able to work with stakeholders at all levels.</p>	
Appearance and Characteristics	Well presented.	
Circumstances	Able to be flexible over working hours.	