Job title
Recruitment Administrator

Company name and postcode
Integrated Recruitment, WF1 1LR

Job summary
(Outline of the job description including key responsibilities and detail of the skills the young person will develop and details of homeworking. Please provide as much detail as possible Please do not use bullet points)
In this role, you will support the Managing Director in administration support for the business and the clients of the business. You will be the face of Integrated Recruitment to our clients and their candidates. We are looking for a talented Recruiting coordinator to join our team and participate in the hiring process from beginning to end for all our clients. You will be responsible for attracting candidates, evaluating resumes, scheduling, and conducting interviews and managing the hiring paperwork .Integrated Recruitment Ltd specialises in helping businesses recruit more effectively but is not a recruitment agency. We work with businesses to develop their recruitment strategy which enables them to make better appointments, save money and regain control. Your application will be dealt with personally by our specialist team and reviewed by the human eye and not a computer! We are passionate about equal opportunities and will not discriminate against any background.

Essential skills, experience and qualifications (please do not use bullet points)
Ideally work experience as a Recruitment Administrator, HR Administrator or an administration role, Natural flair for content writing, Excellent communication skills, Ability to prioritize and complete projects within deadline, Confident with IT and databases, Familiarity with social media, especially LinkedIn, Willingness to learn and a desire to progress, Confident but friendly manner, Professional & presentable Flexibility to ensure the job is complete

Job category (DWP use only)

Number of hours per week
32.5

Working pattern and contracted hours (including any shift patterns)
Monday - Friday 8.30am - 4.00pm

Hourly rate of pay
Minimum wage