

## Recruitment Administrator

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Company: Chronos Consulting

Location: United Kingdom

Category: other-general

## Job Description

### Recruitment Administrator

**Location: Carlisle, UK** Permanent A fantastic opportunity has arisen for a Recruitment Administrator to join the HR Department based in the Head Office in Carlisle This is a key role in the department, and offers an ideal first step into HR with potential for future progression. The key responsibility of this role will be co-ordinating the recruitment process for a high volume of retail vacancies across the Group – across the group we have almost stores nationwide. You will be responsible for managing the process through from advertising the vacancies, short listing candidates, arranging and holding interviews in conjunction with Retail Management and completing all relevant paperwork. You will also provide general support to the HR Department when requested. The successful applicant will need to demonstrate a tenacious and flexible attitude, have excellent computer skills and attention to detail, be used to handling confidential information and have good communication skills.

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