

Resourcing Administrator

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Company: Pertemps

Location: Daventry

Category: other-general

Are you an ambitious experienced Administrator, who thrives on success? Due to significant and ongoing growth, Pertemps Daventry is looking to recruit a Full time Office Administrator to help and support a proactive recruitment team and make an impact in shaping their business' success in 2024! We are looking for someone that is motivated and passionate about providing exceptional administration services. The ideal candidate would need to be pro-active, forward thinking, and organised.

Key Responsibilities Provide administrative support to the recruitment team, managing candidate communications, and coordinating candidate assessments. Post job advertisements on various job boards and social media platforms. Maintain accurate and up-to-date candidate records in their applicant tracking system. Making sure all records are compliant. Referencing Candidates Updating Candidate spreadsheet Resourcing support for the Recruitment Team

Qualifications & Ability Experienced user of Word, Excel, Outlook and Teams, Previous experience in recruitment, human resources, or a related field - Desirable but not essential Strong organisational skills and attention to detail. Excellent written and verbal communication skills. Ability to multitask and prioritise workload in a fast-paced environment

Benefits include Basic salary £25,000pa depending on experience Great Opportunities for progression within the company

For more information please contact Stephanie on 01327 220483. In line with the Asylum & Immigration Act, all applicants must be eligible to live and work in the UK. As part of the recruitment process, you will be asked to provide documented evidence of eligibility.

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