

## Talent Acquisition Assistant

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Company: ReDefine

Location: United Kingdom

Category: business-and-financial-operations

A fantastic entry-level opportunity has arisen within the busy Talent Acquisition Team. This role would suit someone looking to take his or her first step within HR or Recruitment in a hi-tech or creative environment.

You will also assist with managing the applicant tracking system, by distributing applications to reviewers within the business, creating and circulating reports, and updating the database with interview notes and status changes. You will oversee the recruitment email inbox, responding to and escalating queries where appropriate.

### Main Duties & Tasks

Managing the designated recruitment inbox

Job advertising

ALL Jobvite admin including: adding candidates to Jobvite, assigning reel reviews, rejection emails

Sending out global hiring numbers

Seeking references

Reverse recruitment – contacting all candidates which come through reverse recruitment and adding them to a tracker

Sending out New Starter Survey

Interviews bookings – HoDs diaries, booking rooms, candidate experience

Visa related administration advertising, including LMIA job advertising administration

Must Have

Impeccable attention to detail and accuracy

Excellent customer service skills

Working knowledge of MS Word and Excel

Ability to juggle multiple tasks and deadlines

Nice to Have

Previous work experience in an administrative role

Educated to degree level, with a strong academic record

### Required skills

17th edition AutoCAD engineer engineering

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