

Talent Acquisition Coordinator

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Company: Watson-Marlow

Location: Cheltenham

Category: business-and-financial-operations

Talent Acquisition Coordinator

Location: Cheltenham (Hybrid Options) Corporate Benefits: Enhanced Carer/Paternity Leave, Additional Holiday, EAP and more

Website:

Group:

Who we are

Watson-Marlow is an industry-leading technology organisation dedicated to engineering fluid management solutions for the life science and process industries. We help our customers to supply critical products and services that range from fresh drinking water and therapeutic medicines to food products and paper. Through our solutions we help companies to be more efficient, sustainable and profitable.

Role Summary

We are seeking a highly organised and detail-oriented professional to join our team. You could be from an business administrative or recruitment background, looking for your next step into talent.

The ideal candidate will be responsible for supporting managers with the administrative aspects of our recruitment process, from posting vacancies to coordinating interviews and facilitating the on-boarding process. The Talent Acquisition Coordinator will play a crucial role in ensuring a seamless and positive experience for both candidates and hiring managers throughout the recruitment cycle.

As our TalentAcquisition Coordinator you will enjoy a fast-paced and truly varied job,working on a very wide range of vacancies including Engineering, Production,Finance, Sales, Administration, HR and more. You'll have the opportunity tohone your recruitment skills in a supportive environment, learning all thewhile from some of our highly talented and experience Recruitment, Talent &HR professionals.

Our comprehensive benefits package Includes:

Generous Pension: Our 'two-for-one' matching pension scheme, capped at 10% of your salary. Additionally, your pension plan includes life insurance cover for your peace of mind.

Private Medical Insurance: Starting from day one, you will have access to our private medical insurance, and you have the option to extend this coverage to your family.

Annual Leave and Wellbeing: Enjoy 27 days of annual leave along with bank holidays.

Volunteer Leave: We encourage your involvement in volunteer activities by offering three paid days of leave each year to make a positive impact on your community.

Employee Assistance Programme:Our 24-hour programme is designed to promote your wellbeing and mental health, providing support for you and your household members.

Flexible Benefits: Access to our comprehensive Flexible Benefits system: allowing you to select benefits which suit you and any family members. Benefits include dental, critical illness, insurances and purchasing technology and wearables.

This role will focus on:

You will support a variety of hiring managers across the globe in the recruitment process.

You will support with team with internal talent projects and objectives.

You will use your fast and accurate administration skills to align diaries, organise interviews, providing candidates with meaningful feedback and updating our Applicant Tracking System.

You will support managers with on-boarding new colleagues by scheduling some of the critical introductory meetings, ensuring that candidate experience is at the heart of everything you do.

Using your excellent communication skills you will support our hiring managers with the progress of their requisitions, ensuring that we working towards the most efficient 'time to hire'.

As a keen collaborator you will work with our IT, Payroll and Reception teams to make sure they have the required information for new starters.

You will support the Recruitment Partners with operational recruitment including, but not limited to, recruitment campaigns, candidate management and shortlisting.

As an ambassador of Watson-Marlow's core values you will help ensure the propagation of our culture for the new generations of colleagues.

As the role develops you will have the opportunity to be involved in more strategic HR and group level projects.

To be successful in this role, you will need:

Exceptional customer focus.

A confident communicator who is comfortable talking to people at all levels.

The passion, diplomacy and empathy to work with people during what can often be an emotional process for them.

Some experience working in a multi-faceted administration role, ideally in a commercial environment.

The organisational skills to spin many plates, and the agility to quickly move between varied tasks.

Forward-thinking problem solving skills.

Natural curiosity with the ability to pick up new skills quickly.

Any experience of working with applicant tracking systems is advantageous although not essential.

Closing date: 10th May 2024

As a growing and ambitious organisation with a presence in over 60 global locations and across multiple markets, we can offer you the working environment and support needed to be successful. We are committed to achieving workforce diversity and creating an inclusive working environment. We welcome all applications irrespective of social and

culturalbackground, age, gender, disability, sexual orientation, or religious belief.

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