



Recruitment Coordinator

Full time - Job description

About the role

You will be based in our city office working within our Human Resource Department solely managing recruitment and assisting with the onboarding process. Whilst the role is office-based role, you will be working under the supervision of the HR Manager and the HR Advisor.

This role is an exciting opportunity to join our expanding firm. We currently have a hybrid model of working; therefore, the role will allow a mix of home working and attendance to our Cornhill office. The right candidate will be responsible for role in which will manage all recruitment externally and internally.

Is GE right for you?

A dynamic and evolving organisation which puts individuals at the heart of its business. We provide exciting opportunities across our firm, enabling our team to achieve new heights in their career. Here you will be challenged, supported and most importantly heard, enabling you to develop your skills and grow professionally and personally.

You will receive hands on training, personal development and support from leading and seasoned practitioners, partners and experts in their field, enabling you to quickly grow your knowledge and expertise and excel in your chosen career.

How we give back

To ensure our employees know how much we value their hard work, we offer an extensive benefits and perks package. Our package covers your lifestyle, health and wellbeing, development and finances. How about an additional day off to celebrate your birthday? Or utilising our in-house mentoring scheme? And access to our Work Life Well platform? These and many more perks are included in your GE employee benefits pack. To see the full list, [click here](#).



What will the role entail?

Responsibilities

To take responsibility for the end-to-end recruitment process ensuring that candidates and recruiting managers always receive a standout service, and that all documentation and correspondence is accurate and presentable. This job description summarises the main duties and accountabilities of the post and is not comprehensive.

- Working closely with Hiring Managers and Partners to anticipate upcoming recruitment. Building strong relationships with regular recruiting agencies and other key stakeholders (across all)
- End to end recruitment process management for your portfolio, continuously seeking to improve to meet the needs of departments.
- Supporting recruiting managers that are new to the process with guidance and expertise around process, roles and responsibilities and candidate experience.
- Advising recruiting managers on sourcing options and ways to best attract the right candidates.
- Reviewing ads sent through from recruiting managers ensuring that they are fit to attract the best candidates in the market, inclusive and engaging.
- Ensuring Right to Work rules have been met and liaising with the Compliance team in recruitment of international candidates.
- Advertising of new roles, via online job boards and social media, utilising other sourcing methods where necessary.
- Liaising with external providers at times including advertising and recruitment agencies
- Closing jobs, collating candidate packs and sending to recruiting managers with relevant documentation.
- Advising recruiting managers on appropriate selection and assessment methods.
- Inviting candidates to interview and liaising with recruiting managers over arrangements.
- Enable the On-boarding process in partnership with the compliance team in the collation of relevant documentation and updates to customers in relation to their start dates.
- Throughout the recruitment process ensuring the candidate experience is the best it can be and supporting recruiting managers to do the same.
- Responsible for meeting and exceeding SLA expectations set out by Recruitment Manager throughout the process.

Requirements

- Very strong customer service skills.
- Strong attention to detail, low error rates and the ability to work to deadlines.
- Ability to juggle work priorities and demonstrate a sense of urgency.
- Strong Microsoft Office skills, particularly Outlook, Word and Excel.
- Process improvement focus.
- High level of interpersonal and communication skills with the ability to work effectively with a diverse range of people.
- Ability to make a positive contribution to your team.
- Experience and ability to run high volume recruitment admin and coordination, with the candidate and hiring manager experience front of mind.
- Previous experience as a recruitment coordinator or consultant.
- Experience of various methods of assessment and selection.



- Experience managing compliance and risk within a recruitment capacity.
- Experience working independently with limited supervision, including experience in prioritising and working under pressure to tight deadlines.
- Experience working within a fast-paced team and experience with process improvement initiatives.

Qualifications

- Educated to A level standard (or equivalent)
- A recognised HR qualification CIPD or Degree (desirable)

Want to learn more about life at GE?

Use the QR code below to hear what our team have to say.

