



Business Support – Recruitment Service – Recruitment Assistant

HOURS OF WORK: MONDAY TO FRIDAY

TIME: 9:00- 17:00

CONTRACT: 1 year contract, with quarterly performance reviews initially

LOCATION: Working from HCPA, Attimore Barn, Ridgeway, Welwyn Garden City

SALARY; £19,000 PER YEAR 1 year renewable contract

SCOPE OF JOB

Working in a busy education centre in Welwyn Garden City, along with the rest of the team, you will assist the smooth running of Herts Good Care Recruitment Service and be the first point of contact for all Herts Good Care incoming and out coming calls. You will support the Herts Good Care Recruitment service by writing and inputting candidate profiles; maintaining contact with prospective candidates and provider enquiries.

MAIN DUTIES AND RESPONSIBILITIES

- 1- Seeking and screening new candidates for the service and signing up to training where applicable;
- 2- Taking enquires from candidates;
- 3- Supporting the team to ensure the Herts good care website is up to date with profiles and information;
- 4- Assisting with recruitment events and Herts good care campaign;
- 5- Liaising with recruitment candidates to keep them current;
- 6- Collecting feedback on candidates, providers and training for candidates;
- 7- Ensuring tracking systems are up to date;
- 8- Ensuring adverts are posted to Indeed and other recruitment websites;
- 9- Chasing references where applicable;
- 10- Following up with providers and Candidates;
- 11- Collecting data for the team to feed into reports
- 12- Cover HCPA reception when needed.
- 13- Any general tasks as requested which contribute to the smooth running of HCPA;

Experience business admin is desirable

Experience of working in an office environment is desirable.

Excellent IT Skills are essential.

**Skills & Abilities**

To work independently;

To present information accurately and clearly;

To communicate clearly and with confidence by phone and professionally by email;

To remain professional and focused and be an ambassador and exemplar for the company;

To work with a wide range of people in a way which demonstrates commitment to anti-discriminatory practice;

To manage own workload and meet deadlines;

To work with Microsoft office – particularly Outlook, Word, Excel and PowerPoint;

Own car is essential.

Personal Qualities

A really good communicator (face and on the telephone) who enjoys working with people and can work as part of a team. Committed to the company ethos of helping our members raise their quality standards. Well-presented and tidy. Keen eye for detail and use of professional language in all communications. Ability to be punctual.

Educated to at least Grade B GCSE English

Telephone 01707 536020 Email jobs@hcpa.info