



Recruitment Consultant

HOURS OF WORK: MONDAY TO FRIDAY

TIME: 9:30- 16:30

CONTRACT: 1 year contract, with quarterly performance reviews initially

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

SALARY: £21,420 PER ANNUM – Pro Rata (£10.98 per hour for 6.5 hours per day)

SCOPE OF JOB

Working in a busy education centre in Welwyn Garden City, along with the rest of the team, you will facilitate 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 to write and input candidate profiles; maintain contact with prospective candidates and provider enquiries.

MAIN DUTIES AND RESPONSIBILITIES

- 1- Working with providers to get job adverts and understand roles on offer
- 2- Arranging Interviews and reminding candidates of interviews
- 3- Sourcing CVs and linking/finding job roles with the providers to match
- 4- Reviewing all Value based reports of candidates
- 5- Approving adverts and profiles on website
- 6- Linking all profiles on website to job roles over a four week period
- 7- Taking enquires from candidates;
- 8- Overseeing candidate profiles and working with providers who need new staff
- 9- Assisting with recruitment events and Herts good care campaign;
- 10- Visiting job centres, colleges etc. to meet candidates- one job centre place per week
- 11- Working with the Recruitment Assistant to keep recruitment candidates current;
- 12- Encouraging candidates to undertake the Care Certificate Training
- 13- Collecting feedback on candidates, providers and training for candidates;
- 14- Ensuring tracking systems are up to date at all times;
- 15- Ensuring adverts are posted to Indeed and other recruitment websites;
- 16- Chasing references where applicable;
- 17- Following up with providers and Candidates.
- 18- Any general tasks as requested which contribute to the smooth running of HCPA;

Experience working in recruitment or sales

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.

Telephone 01707 536020 Email jobs@hcpa.info