



Talent Acquisition Coordinator

PURPOSE OF POST: To support all services in the recruitment of team members to provide support to SweetTree clients. To assist in ensuring a high level of compliance to SweetTree's Quality Assurance markers and to play a supporting role in ensuring relevant company KPI's are met.

RESPONSIBLE TO: Talent Acquisition Manager

PRINCIPAL DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Work closely with the Human Resources department to maintain the candidate database and handle any relevant paperwork
- Ensure that the recruitment ATS is kept up to date with candidates and vacancies
- Undertake initial applicant screening ensuring that the minimum hiring requirements are met according to each role
- Undertake telephone conversations with perspective candidates to verify their previous experience, skills, career aspirations and reasons for wanting to join SweetTree
- Schedule interviews and balancing calendars for both interviewers and candidates, coordinating any reschedules
- Work towards the key performance indicator (KPI) set to measure performance overtime
- Searching and resourcing candidates on job sites, Indeed, LinkedIn and social media platforms
- Perform other recruitment duties such as updating the calendars, answering phone calls, and responding to emails
- Preparing and posting job advertisements both online and on social media
- Prepare and collate HR documents to create staff files
- Assisting successful candidates with the onboarding process, including preparing compliance documents, guiding them through the process effectively, and answering any questions
- Prepare and submit outgoing reference requests as well as managing any discrepancies
- Process background checks to verify applicant information including submitting and contacting references; undertaking Right to Work checks, verifying people's identity and submit DBS requests
- Ensure current staff pool is compliant with valid Right to Work and DBS checks
- Evaluate and improve recruitment performance through effective use and analysis of metrics
- Provide information and assistance to management and staff on recruitment issues
- Attend staff meetings to provide information, when necessary
- Perform other related duties as required

PERSON SPECIFICATION**Essential Experience, Skills or Attitudes:**

- Have at least one year's previous experience working in a recruitment role and understand relevant recruitment legislation, policies and procedures
- Have the ability to work on own initiative
- Familiarity with standard hiring practices, such as scheduling interviews and onboarding processes
- Strong organizational and time management skills
- Outstanding verbal and written communication skills
- Ability to work independently as well as part of a team
- Ability to thrive in a fast-paced environment

WORKING CONDITIONS: Working hours will be 37.5 weekly. Terms and conditions of employment are as per your employment contract and staff handbook

DRESS CODE: A smart casual appearance is required with sensible footwear. Jewellery must be kept to a safe minimum.