**Recruitment Coordinator**

Our client is an American software developer who operates globally. They are looking for a Recruitment Coordinator to join their team based in Weybridge on a full time, permanent basis.

You will be part of the wider Operations Team ensuring their candidates have a great experience throughout the full cycle of the recruiting process. You will have experience in delivering recruitment support both face-to-face and through systems.

**The Role**

* Effectively administer end-to-end recruitment and onboarding process; providing an exceptional experience for candidates whether via Webex or in person.
* Schedule interviews with candidates and liaise with hiring managers across multiple time zones
* Maintain the ATS (Applicant Tracking System) records and provide administrative support
* Assisting the delivery of engagement programmes with Universities (including careers fairs, events, building relationships)
* Act as the primary contact for candidates visiting the office
* Provide timely feedback to candidates and recruiters
* Take a proactive approach to creating candidate talent pools (e.g. LinkedIn, events)
* Support employee engagement initiatives

**Candidate Profile**

* Experience of working with an in-house Talent Acquisition or recruitment/HR team
* Experience in sourcing candidates through different channels
* Understanding of legislation relevant to recruitment and active interest in keeping up-to-date with best industry practice
* Excellent English language and communication skills, both written and oral. Other European languages would be an advantage
* An organized, mature attitude, happy taking on responsibility and able to ‘jump in’ to deal with basic admin/logistics tasks where necessary
* Ability to work independently and be self-motivated
* Ability/willingness to occasionally work outside normal office hours as required
* Highly organised, able to juggle multiple demands and prioritise workload
* Experience of handling confidential and/or sensitive information appropriately
* Flexible approach and be willing to take on new projects as required and within reason
* Willingness to travel occasionally

**Our client offers:**

* 25 days holiday
* Pension
* Parking
* Medical Insurance
* Free Lunches

Thank you for taking the time to apply to OPR Resourcing Specialists. If your application is successful you will be contacted within 7 days. We apologise but due to the high volume of applications we receive we are unable to provide feedback on individual CV's.

Please note that by applying for the above job it will be understood that you accept our Terms of Business and Privacy Policy which can be found on our website on the page "Find A Job".