



## Recruitment co-ordinator (Swindon)

**The Hills Group Ltd has exciting opportunity for a recruitment co-ordinator, to join the team at our office in County Park Business Centre, Swindon.**

Reporting to the head of HR, the main purpose of the role is to undertake all recruitment activities for the Hills Group and its divisional operations; consulting and guiding managers and managing the full lifecycle of a range of vacancies, at multiple locations.

The key responsibilities include:

- Co-ordinating and ensuring compliance of the recruitment process, from 'initial vacancy' through to 'starter', ensuring recruitment policy and procedures are followed
- Advising recruiting managers on the required process and recommend appropriate recruitment methods (including job board and social media advertising), offering support and guidance where required
- Reviewing job descriptions / person specifications / organisational fit for each role
- Working with external suppliers; create and arrange advertising; liaise and negotiate with agencies
- Writing vacancy adverts for multiple platforms, screen CVs, assess responses and produce applicant shortlists
- Ensuring a positive candidate experience, set up and attend interviews (when required to do so), and produce contract and new starter paperwork
- Maintaining detailed recruitment data for analysis and produce regular reports for managers
- Undertaking HR project work as required, including co-ordinating the Hills apprenticeship scheme.

The successful candidate will have demonstrable recruitment experience, either in-house or agency and have experience of recruiting a number of different skill sets, in a multi-discipline environment, up to senior level. You will have great attention to detail and be able to time-manage and prioritise, to meet required deadlines. Previous working knowledge of HR would be beneficial but not essential.

Excellent communication skills and the ability to build strong working relationships, across all levels, will be essential. Working experience of using Microsoft packages, i.e. Excel and Word will also be required.

As there will be occasions to travel to Hills sites, own transport will be required.

**Please email your CV to [join@hills-group.co.uk](mailto:join@hills-group.co.uk) quoting the vacancy reference HGL1195.**

*The Hills Group is committed to monitoring and maintaining equal opportunities and welcomes applications from all sections of the community.*

[www.hills-group.co.uk](http://www.hills-group.co.uk)

