

# RECRUITMENT ADMINISTRATOR

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**SALARY: £9.90 / HOUR**

**LOCATION: HYBRID**

**HOURS: MINIMUM OF 25 HOURS PW**

**HOURS: FLEXIBLE**

**START DATE: IMMEDIATE**

**DURATION: 4 MONTH FIXED TERM**



# RECRUITMENT ADMINISTRATOR

## The role purpose and duties

The purpose of the Recruitment Administrator is to provide a quality recruitment experience to both our candidates and internal hiring teams.

The Recruitment Administrator will work closely with the HR Team to play a key role to effectively deliver the candidate management process. This process will include screening candidate applications against a specific vacancy criteria, qualifying candidates suitability for a role, scheduling interviews, resourcing for vacancies and managing the candidate throughout their application and interview process.

This role is initially for a four month fixed-term contract.

## What we are looking for

### Essential criteria

- Strong administration skills with a proactive and driven approach
- Excellent attention to detail, highly accurate and thorough
- The ability to work confidentially with sensitivity and discretion
- Excellent communication skills, persuasive and compelling with high accuracy in written form
- A warm, friendly personable style, with the ability to quickly build relationships
- Ability to respond quickly, work at speed and manage multiple priorities

### Preferred criteria

- Experience working in a similar role
- Educated to degree-level

## Working arrangements

We are looking for someone to work a minimum of 25 hours per week for a four month fixed term contract. However, we open to discussion on the actual hours worked and will offer flexible working hours to the right candidate. This flexibility could accommodate working some school hours and/or allow for some evening work.

Work will be predominantly from home, however some travel to risual head office in Stafford will be required.

## What we offer

- Private medical cover with mental health and dental upgrade
- Employer matched contributory pension (up to 5%)
- Perkbox discounts
- 28 days holiday + bank holidays
- Paid birthday leave
- Twice yearly Summit days
- End of year risual Christmas Party
- Cycle scheme
- Flowers sent to your partner on their birthday
- Death in service life insurance
- Specsavers vouchers



## Want to apply?

If you like what you see and want to apply, please email [careers@risual.com](mailto:careers@risual.com) with a covering letter describing your suitability for the role along with a copy of your CV.