

Job Title: Recruitment Administrator - Apprentice	Location: Hunmanby
Department: HR	Contract: Permanent
Reports To: Internal Recruiter	Direct Reports: N/A

1.0 Job Summary & Role

The Recruitment Administrator - Apprentice will support the Internal Recruiter & HR team in delivering an effective and proactive Recruitment function across Deep Sea Electronics.

The Recruitment Administrator - Apprentice will be required to support the internal recruiter with candidate pre-screens, general recruitment administration duties and successfully recruiting additional resources into the company

This role will have a relevant apprentice programme and training provided – the successful candidate will be required to attend college one day per week. Following completion of the initial course further opportunities for academic development will be available for the candidate including opportunities up to degree level.

2.0 Key Responsibilities & Main Duties

To support the internal recruiter with the below:

- Work closely with stakeholders across the business to gain a comprehensive understanding of their business and people strategy and hiring needs
- Manage the full recruiting lifecycle across a variety of open roles helping management find, hire, and retain quality talent including early careers/higher level apprentices, work experience, succession planning, benchmarking, and hiring plans
- Continuously partner with senior managers to design, refine, and implement innovative recruiting strategies
- Using standardized screening techniques, support clients to design a process to assess the skills, qualifications, and experience of potential candidates and provide interview training and support to our clients where required.
- Conduct preliminary interviews and support clients with interview techniques and designing suitable recruitment processes to gauge interest, personality, and salary requirements across multiple disciplines.
- Advise and train on methods to recruit and network with potential candidates including social media platforms, networking events and job fairs for our clients
- Actively work toward building a diverse and qualified team to support our clients' objectives
- Work closely with management on all diversity initiatives involving recruitment to ensure fairness in hiring practices
- Work alongside colleagues in Human Resources and Marketing to have a full-scale understanding of hiring needs and available positions within the company



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- Work alongside colleagues in Marketing to develop and executing recruiting marketing and employer branding strategies
- Assist with onboarding processes and plans
- Stay active and current with technology and new innovations in the hiring space, including current with job boards, social networks, and platforms to find talent, and plan, create, and release job descriptions and announcements

3.0 Internal & External Relationships

The Recruitment Administrator - Apprentice will be required to build strong relationships with all internal managers and employees, across all offices and locations, with an approachable and supportive attitude.

4.0 Key Performance Indicators

To support the internal recruiter with the below:

- Positive relationships developed and maintained with managers
- Effective relationships local partners & schools/colleges
- Successful recruitment of additional headcount requirements to support period of growth
- Successfully support long-term recruiting needs
- Comply with Company Recruitment Strategy when supporting recruitment requests
- Demonstrate ownership for workload and responsibilities
- Apply a proactive approach to recruiting needs
- Contribute to employee retention

5.0 Essential/Desirable Factors

Knowledge	
<p>Essential:</p> <ul style="list-style-type: none"> • Excellent communication skills • Attention to detail. • Well organised • Ability to operate under own initiative • Demonstrate a positive and enthusiastic attitude. 	<p>Desirable:</p> <ul style="list-style-type: none"> • Potential candidates • HR knowledge • Skilled in the use of LinkedIn Recruitment Tools • An understanding and implementation of recruiting metrics to drive decision-making • Advanced skills MS Office and software packages, HR Databases, ATS and the internet • Recruitment experience within the technical/engineering sector • Working knowledge of social media platforms •
Skills & Attributes	
<p>Essential:</p> <ul style="list-style-type: none"> • Naturally curious and inquisitive with a desire to create long term and sustainable relationships • High organised and able to work to deadlines 	<p>Desirable:</p> <ul style="list-style-type: none"> • Desire to grow professionally with networking and ongoing training opportunities • Passionate about people in work and providing proactive, consultative support



JOB DESCRIPTION & PERSON SPECIFICATION



	to SMEs to make a real difference to working lives
Experience	
Essential: <ul style="list-style-type: none"> • General administration experience • Customer service experience ideally within a sales environment 	Desirable: <ul style="list-style-type: none"> • Maintaining recruitment systems and records in line with GDPR • Significant previous in-house recruitment / RPO or recruitment agency experience • Experience of hiring within the technical/engineering or sales sector
Qualifications	
Essential: <ul style="list-style-type: none"> • Maths & English GCSE or equivalent 	Desirable: Qualified in HR or Hiring (CIPD or REC CertRP/DIP RP/CertIHR)

Created by	Dated Created
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