**JOB DETAILS:**

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| **Job Title:** **HR Administrator (Recruitment)** | **Department: HR**   | **Location: Head Office** |
| **Status: Fixed Term Contract** | **Hours: 37.5** | **Reporting to: Senior Head of HR** |
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|  FACTOR  | ESSENTIAL | DESIRABLE |
| Qualifications & Experience | * Good general educational background, up to degree level or equivalent
* Previous experience in recruitment for healthcare talent
* Sound administration experience
* Experience of working with confidential information and maintaining its security
 | * Working knowledge of HR
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| Skills & KnowledgeRange and level of skills | * Proficient skills in MS Office including mail merging of documentation and Excel look up and formulas
* Good communication skills, both written and oral, and confident to communicate with a wide range of people using different methods
* Excellent interpersonal skills with the ability to establish and maintain good working relationships at all levels
* An organised and process driven approach to work.
* Ability to maintain confidentiality and compliance with General Data Protection Regulation requirements
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| Personal AttributesThe personal qualities required e.g. exercising initiative, organising, problem solving | * Highly organised individual, able to work to tight deadlines
* Strong attention to detail and to high standards in customer care
* A good team worker
* Calm and positive under pressure
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| Other Requirements | * DBS
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