**JOB DETAILS:**

|  |  |  |
| --- | --- | --- |
| **Job Title:** **HR Administrator (Recruitment)** | **Department: HR** | **Location: Head Office** |
| **Status: Fixed Term Contract** | **Hours: 37.5** | **Reporting to: Senior Head of HR** |
|  | | |

|  |  |  |
| --- | --- | --- |
| 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 |
| Skills & Knowledge  Range 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 |  |
| Personal Attributes  The 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 |  |
| Other Requirements | * DBS |  |