

Recruitment Coordinator Vacancy



Job Title: Recruitment Coordinator

Business Unit: Keelings Retail

Reports to: Planning Manager with a dotted line into Recruitment Manager

Purpose of Role

To lead and manage a team of Flexible Pool Operatives on minimum 16hr (rostered) hour contracts.

Core Hours: Monday – Friday, 8am -4.30pm, 40 hours a week, 5/7 days must be flexible to work weekends to meet business demands. Must be flexible to take calls during out of hours times where issues arise that may need attention

Opportunities:

Learn and develop management skills

Fantastic Scope to progress within the business

Competitive salary structure

Main Responsibilities

- To plan and organise the backfill of remaining hours in line with planning requirements on a daily/weekly/ monthly basis
- Ensure that flexible pool roster is formulated and communicated daily with Planning team
- Attend weekly meetings with Planning Manager
- In conjunction with the recruitment team, drive the full-cycle recruitment process including sourcing, advertising, screening, interviewing and placing employees into temporary assignments within the flexible pool
- Build a pipeline of flexi staff to keep the pool headcount at the agreed level.
- In conjunction with HR and recruitment ensure all necessary paperwork is signed and completed at interview stage before the candidate starts working
- Reference and background checking of candidates within the pool.
- Communicate and coordinate with learning & development , planning and recruitment for inductions
- Daily communications with planning to ensure that all are fully aware of availability of hours for to fulfil the plan each day
- Maintain and present weekly statistics to Planning and Recruitment on weekly performance and use of hours in the pool
- Monitor trends and work in conjunction with planning to maximise efficiency within the flexible hour's pool
- Monitor staff performance, punctuality and time keeping and feed information to Human Resources and Planning Manager
- Build excellent working relationships with the various stakeholders to ensure business needs are met
- Other ad hoc duties as required to ensure the initiative is successful
- Projected yearly forecast provided monthly
- 12 week forecast provided weekly
- MI reports
- WTD (monitor the pool hours and manage within the working time directive)

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Core skills and requirements:

- Minimum one year's recruitment experience managing a temporary desk desirable
- Minimum one year's experience of planning rosters and managing people resources at general operative level
- Excellent understanding of general business practices in a shift work environment
- Comprehensive reporting and presentation skills
- ECDL proficient with an excellent working knowledge of MS office – Excel in particular
- Excellent organisational skills ability to multi task
- Attention to detail a must
- Proven analytical ability and an aptitude to think creatively
- Drive, enthusiasm and a positive attitude
- Ability to lead and coach others and to positively challenge in a non-conflictual way
- Ability to work well under pressure and as part of a team
- Highly motivated and flexible when it comes to working hours
- Excellent communication and interpersonal skills
- A naturally inquisitive mind with a desire for continuous learning
- Excellent level of English

Job application requirements

- Full Irish driving license & own transport
- Must be authorised to work in Ireland

How to Apply – please email your CV to jennie_rowan@keelings.com by COB 18/05/2019.