



Job Title:	Recruitment Co-ordinator
Company:	Cairngorm Mountain (Scotland) Limited
Reports to:	Human Resources Manager
Salary:	£25,350 - £26,325 per annum FTE (£13 - £13.50 phr)
Contract	Full-time (37.5 hours per week). Permanent.

Role overview:

The Recruitment Coordinator will ensure that every job vacancy at Cairngorm Mountain is successfully filled as quickly as possible, by working closely with the company's operational managers to ensure communication and collaboration regarding their recruitment needs.

As well as discussing any resourcing requests internally with the manager, so to understand their hiring needs in detail, you will also have a passion for delivering excellent customer service to prospective employees, mindful of the way you represent the company externally.

This will include the advertising of vacancies on online job-boards and ensuring that the onboarding process is fully completed accurately for every new member of staff joining CMSL.

Purpose of the job:

The Recruitment Coordinator is accountable to the HR Manager for ensuring that all recruitment activity on behalf of Cairngorm Mountain is run efficiently and effectively, and in accordance with industry best practice, and data protection and employment law obligations.

In discharging these accountabilities, the Recruitment Coordinator is responsible for:

Key responsibilities

- Ensure that the recruitment process is handled efficiently and in a timely manner, from advertising and responding to job enquiries through to shortlisting, interviewing, and onboarding the successful applicant/s in accordance with legal (immigration) compliance.
- To professionally present the company's employer branding at the point of advertising and responding to job enquiries, to promote and maximise the attraction of quality applicants.
- To maintain an accurate status of all job enquiries and applications, to ensure that the highest standard of administration and communication is carried out for each vacancy.
- Enter all job vacancy details into the Recruitment Tracker and report on activity conducted to promote the vacancy externally, number of applications received and progress of hiring.
- To be responsible for onboarding new employees (right-to-work checks, reference requests, issuing offers and contracts, leading inductions, adding to HRIS and payroll).
- Assisting hiring managers with the selection process, as needed; such as sifting, screening or shortlisting candidates, hosting interviews and communicating with candidates.
- To be proactive and suggest improvements to the recruitment, selection and onboarding process, to facilitate better HR services for Hiring Managers and the Company generally.



- To assist the HR Manager with transactional and administrative HR-related tasks on an as-needed basis; such as liaising with external Recruitment account managers or agencies, maintaining personnel files, sending/displaying staff communications, or similar.

Core Duties

- Being attentive to the needs of the managers to advise and assist with recruitment matters
- To know and be able to explain best practice for the recruitment and selection process
- To understand and effectively administer the process for onboarding new or returning staff, and other associated administration required as part of good HR procedure and practice.
- To understand and observe secure data management practices, including the importance of security, confidentiality and discretion in line with Data Protection and GDPR laws.
- To undertake “Meet & Greet” duties to welcome interviewing candidates and new employees arriving for their first time onsite and/or for their first day in the workplace.
- To be aware of departmental operations and induction training processes, liaising with the departmental team leaders/manager to ensure staff are settled in appropriately across site.

Other duties

- Be polite and attentive to all staff, at all levels, ensuring great customer service at all times
- To identify personal development needs in line with personal and organisational objectives
- To undertake any other reasonable duties as may be required, commensurate with level
- Ensure compliance with Health and Safety procedures, risk assessments and company policies, mindful of your position within the HR team to role model appropriate behaviour.
- Attend annual Performance and Development (PAD) Reviews with your line manager.

PERSON SPECIFICATION

To excel within this role, you will have:

Qualifications, Knowledge, Skills and Experience

- A high level of education or proven equivalent experiential learning (e.g. CIPD Level 3).
- Previous Recruitment experience, preferably within a complex, dynamic company context
- Good working knowledge of employee onboarding process (e.g. immigration compliance and right-to-work checks, HRIS administration, issuing contracts, leading inductions, etc).
- Excellent communication, customer service, interpersonal and organisational skills
- Excellent attention to detail and administrative skills with knowledge of Data Protection laws for managing personal data, preventing data breaches and securing information.
- Good IT skills with a working knowledge of Microsoft Office (Outlook, Word, Excel, Teams)
- Working knowledge of advert copywriting and managing online recruitment platforms.

Personal Attributes and Behaviours

- A self-motivated individual with bags of initiative and a professional persona
- Confidence and adaptability to manage own workload and prioritise if under pressure
- Committed to seeing tasks through to completion from start to finish (from vacancy to hire)
- Effective at managing people’s expectations and being firm but fair as appropriate.
- An interest in developing a career in Human Resources or Recruitment Consultancy