

Employer: Karbon Homes

Vacancy: Recruitment Coordinator Assistant

Hours: 15 hours

Salary: £11.44 per hour (National Living Wage)

Working pattern: Flexible depending on hours but within Monday to Friday 9am – 4pm

Number of vacancies: 1

Job Summary

We're looking for someone to join our very busy Recruitment Team here at Karbon Homes as part of the New Start programme – you may even be helping on the New Start programme!

We're on the lookout for someone highly organised who has great attention to detail and is keen to be a positive representative of Karbon Homes – you may be one of the first people a new member of the organisation will be in contact with!

The hours and working pattern can be agreed with the successful candidate and the roles will be based at our Gosforth office.

The role will support Karbon's Recruitment Team who manage planning and delivery of our recruitment. We recruit 5-10 roles **every week**, and this is from initial advert, to sending documents to managers for shortlisting and interviews, and liaising with successful candidates to do all the pre-employment checks.

You will be supporting our Recruitment Coordinator to do some of the following activities.

- Loading jobs to our recruitment sites such as Karbon Homes, Indeed and LinkedIn
- Collating shortlisting/interview packs for recruiting managers
- Monitoring and responding to emails in our busy mailbox
- Sending emails to successful candidates to support the pre-employment checks
- Supporting the organisation and attending recruitment events and open days

Essential skills, experience and qualifications

What do we expect to see from you?

This is a starting role, so we don't need qualifications or experience... that's what



we're here for. But there are a few key behaviours and skills we want to see from our candidates; and these are ones that if you possess and can demonstrate; you will make this work placement a real success!

- Excellent attention to detail
- Well organised
- Good communication skills, able to demonstrate customer care and to be polite and courteous
- Ability to use ICT equipment and applications
- A commitment to own learning and development and ready to complete the training on offer
- Ability to work well as part of a team