

**** NEW JOB**** A recruitment firm is seeking a Recruitment Assistant. Paying £24,000 and based near Battersea. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Recruitment Assistant

Location: Battersea

Salary: £24,000

Position Purpose

To provide administrative support to the team ensuring the all administrative activities are carried out to time.

Principal Accountabilities

- Adhere to processes to ensure consistency of approach process and development opportunities, by maintaining standards.
- Provide accurate and consistent information to everyone involved in the process including colleagues, candidates and clients
- Ensuring that spreadsheet integrity is maintained.
- Carry out end to end administration activities that sit behind both internal and external recruitment processes in order to deliver a seamless, efficient, accurate and consistent process.
- To ensure that staff are aware of important emails or updates
- Coordinate candidate start dates and end dates to departments
- Send new starter updates sent to clients by 1pm every Friday and the day before to managers.
- To represent the company at external meetings as required.

Other

- May be required to work out of normal office hours and weekends as dictated by needs of the business.

Competencies

- Computer Literacy
- Excellent time management and the ability and willingness to multi-task.
- Flexibility and readiness to adapt to changing priorities
- Excellent attention to detail, which will be evident through paperwork and emails completed.
- Strong work ethic and unwavering commitment to recruitment standards.
- Ability to perform duties effectively with minimum supervision and guidance.