

Recruitment Co-ordinator

Neptune is a leading manufacturer of beautifully crafted kitchens, interior and garden furniture based in Swindon Wiltshire. Established in 1996, we are a unique and energetic company who have achieved sustained growth over the past decade within a competitive market.

A newly created position employed on a part time basis with flexible working hours of between 10 and 20 hours per week. The position will assist the senior management team with its recruitment requirements. This is an important role within the business and excellent communication skills are required to enable the business to recruit the most suitable candidate for the business.

The successful candidate will join us with a sound knowledge of the recruitment industry and will be able to demonstrate the necessary skills and experience to seek the right candidates for each role.

Reporting to the Head of Operations you will have the following responsibilities:

- Co-ordinating and producing advertisements for all of the company vacancies
- Overall responsibility for producing & writing job specifications in co-operation of the line manager.
- Analyse and conduct first round interviews and to give an overview of the candidate before proceeding to the second stage.

The ideal candidate will have:

- A proven track record in the recruitment industry or within a similar HR role
- Experience and skills to successfully appoint the right candidates
- The ability to write accurate and informative job specifications
- A good knowledge of the interview process and candidate assessment.

Salary is negotiable depending on experience and will be based on a pro rata basis.

If you are interested in the opportunity to join our team and believe you have the required skills for this position, please email your CV and salary expectations to: Matthew.Talbot@neptune.co.uk