

# ALLFORD HALL MONAGHAN MORRIS

## JOB DESCRIPTION: RECRUITMENT ADMINISTRATOR

**Job title:** Recruitment Administrator (F/T)  
**Reporting to:** HR Manager  
**Working With:** Directors, Senior Management, All Staff, Recruitment Agencies, Candidates

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### SUMMARY OF POSITION

The primary function of the role is to take responsibility for the recruitment function as well as ad-hoc administration for the HR department when there is downtime. This process will also include the regular management and updating of the Cascade Recruitment Module (HR database). Cover for team members will also be necessary from time to time.

### The Recruitment Administrator will:

- Maintain day to day recruitment requirements
- Data input
- Maintain contact with Hiring Managers and Recruitment Agencies as required
- Assisting in tasks as necessary
- Cover for other members of HR team during times of absence

### MAIN RECRUITMENT DUTIES:

- Liaise with the Hiring Manager to understand the requirements for the role
- Manage recruitment inbox, including print & grade Architectural CVs (internal grading system used)
- Attending weekly resource meetings with the HR Manager or HR Assistant
- Reporting and tracking of candidates within the interview process
- Producing reports of the number of resource requirements
- Coordinating the entire interview booking process and liaising with the Hiring Manager, Interviewers, Team Coordinators
- Dealing with busy diaries and scheduling phone/ skype/ face-to face interviews
- Relationship management with Hiring Managers, interviewers, recruitment agencies and direct/employee referred candidates
- Liaising with candidates to confirm right to work status and correct qualification levels
- Creating and distributing interview packs
- Posting job adverts on company website, job boards etc.
- Liaising with recruitment agencies, reviewing T&Cs
- Checking recruitment invoices, raising PO's
- Liaising with the HR Manager regarding offers

### Cascade Administration

- Update the Cascade recruitment module
- Maintain accurate information on Cascade database
- Maintain Recruitment Module Outstanding Actions
- Action tasks as required

### Additional Duties

- Providing cover for the HR Administrator & the HR Assistant
- General administrative duties for HR team

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### Personal Attributes

- Highly organised and logical
- Excellent communication skills
- Ability to multi task
- Time management & ability to prioritise
- Acute attention to detail
- Discretion
- Confidentiality
- Approachable

- Ability to work under pressure and remain calm
- Cheerful/helpful personality
- Dedicated and flexible
- Interest in legal aspects of HR and further qualifications

**Qualifications**

- A minimum of 1 year in an administration role