Job Title: Recruitment & Onboarding Coordinator

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| Role Purpose (position scope) |
| The Recruitment & Onboarding Coordinator will be responsible for managing the onboarding process for new employees and supporting recruitment resourcing activities.  Recruitment is critical to the success of our business. This role will also support talent acquisition activities by sourcing top quality candidates and managing the full lifecycle (screen, interview, offer) for a small number of requirements.  Onboarding involves the creation and provision of offer letters and contracts, liaison with various departments and hiring managers, preparing onboarding material, and providing support to new hires throughout their initial onboarding period.  You will be expected to deliver an outstanding candidate and hiring manager experience in both aspects of this role.  You will support the team in ensuring maintenance of all personnel information in accordance with the General Data Protection Regulations. ITAR and the Freedom of Information Act. |

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| Line Manager | Dotted Line | Direct Reports | Dotted Line |
| Senior Recruitment Manager | Senior HR Business Partner | NA | NA |

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| Key Responsibilities |
| **Recruitment**   * Drive recruitment activity and liaise with external candidates through direct sourcing activity, screening and interviewing prospective employees as well as managing the overall candidate experience. * Proactively go to market, via multiple sourcing channels with a view to sourcing the best possible talent to expand our teams. * Use your market knowledge and best practice to ensure that all roles are sourced effectively. * Positioning the firm as an employer of choice whilst conducting candidate screening and interviewing prospective candidates. * Manage temporary and permanent vacancies across diverse levels and skills sets, ensuring that priorities are identified and met * Maintain positive stakeholder engagement to develop bespoke recruitment strategies * Actively promote the Company as an employer of choice and enabler of the Equality, Diversity and Inclusion Activities * Lead on advertising, shortlisting, interviewing and negotiations with successful candidates in line with budget parameters.   **Onboarding**   1. **Coordinating and managing the onboarding process.** 2. **Ensuring new hires have a smooth transition and access to necessary resources.** 3. **Providing a positive introduction to the company.** 4. **Helping new hires learn company policies and job duties.** 5. **Scheduling start dates and gathering necessary paperwork.**  * Contract and offer letter * Bonding agreements (aircrew) * Security clearance * Reference checking * OH Pre Questionnaire * IT policy * First day arrangements + FAQs * Tidy file | |

| Skills Required - You should be able to: |
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| Communication Skills:   * Excellent verbal and written communication to interact with candidates, new hires, and internal teams. * Ability to clearly convey information and instructions.   Organizational Skills:   * Strong ability to manage multiple tasks and priorities. * Efficiently handle scheduling, documentation, and follow-ups.   Interpersonal Skills:   * Ability to build rapport with candidates and new hires. * Strong relationship-building skills to work effectively with various departments.   Attention to Detail:   * Meticulous in handling paperwork and documentation. * Ensures accuracy in all onboarding materials and processes.   Problem-Solving Skills:   * Ability to address and resolve any issues that arise during the recruitment and onboarding process. * Proactive in identifying potential challenges and finding solutions.   Time Management:   * Efficiently manage time to ensure timely completion of onboarding activities. * Prioritize tasks to meet deadlines.   Technical Skills:   * Proficiency in HR software and applicant tracking systems (ATS). * Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint).   Knowledge of Employment Laws:   * Understanding of relevant employment laws and regulations. * Ensures compliance with legal requirements during the hiring and onboarding process.   Adaptability:   * Ability to adapt to changing circumstances and requirements. * Flexible in handling different aspects of the recruitment and onboarding process.   Customer Service Orientation:   * Focus on providing a positive experience for candidates and new hires. * Responsive to inquiries and supportive throughout the onboarding process.   Team Collaboration:   * Ability to work effectively as part of a team. * Collaborate with HR colleagues and other departments to ensure a seamless onboarding experience. |