

# job description

**Role: Recruitment Coordinator**

**Department: Human Resources**

**Location: Hartlebury**

**Salary: Negotiable**

## Your reason for being here...

**Everyone at DRPG has a purpose. Your mission is to attract and recruit the best talent in the industry! By doing this you'll be fuelling our dazzling services and business growth with amazing people on a global scale!**

## The way you roll...

You're a marvel at spinning plates at a rapid pace, managing multiple vacancies all at once, all while thriving under pressure (during the occasional unsociable hour) and to tight deadlines (so amazing!). With those amazing organisational skills and impressive adaptability, your commitment to achieving excellent results and growing our team really shines through.

You've got a great understanding of recruitment trends and challenges, a trusty 'can do' attitude and a passion for sourcing and screening amazing talent for our teams. Adding all those into the mix, you'll naturally deliver on our philosophy of 'anything's possible'!

## How you make it all possible...

- Brand ambassador for job descriptions and role profiles. Nothing goes out until you're happy it's on point with branding, TOV etc...
- Post vacancies on all job boards and platforms internally and externally
- Facilitate and coordinate the interview process liaising with hiring managers creating the slickest process for everyone involved.
- Keep the agency supply chain in check! negotiating and monitoring terms and service levels
- Building relationships with active and passive talent on LinkedIn or wherever they're hanging out... you'll find them!
- Keeping an eagle eye on external and internal hiring trends and using that data to own improvements and solutions
- Lead the weekly recruitment catch up, keeping the HR team updated on the status of vacancies and offers
- Proactively update and chase hiring managers throughout the recruitment process

- Managing candidate applications proactively and empathetically at every stage of the process
- Effectively and appropriately communicating at all levels, including internally/ externally/ written and face to face

## What's in your toolbox..

- Hunger and determination to make a difference and own solutions – nothing beats you!
- A system wizard with great experience using Office 365, ATS', HRIS' (Excel & wizardry is critical)
- Expert admin skills, delivering to tight deadlines and managing challenging internal and external stakeholders
- Enviably communication skills
- Fabulous attention to detail and a methodical and logical approach
- Experience of working in a similar recruitment/HR environment, at pace

## Get to know us...

We're one of the most unexpectedly all-round capable communications agencies that's been on the go for years – ever since our head honcho set up shop in a shed back in 1980, in fact.

Since then, we've made it our mission to make anything possible for our many and varied clients, putting our creative flair into delivering strategic communication campaigns, digital solutions, film and videos, events, exhibitions, and a whole lot more in between. We've grown a lot, but we've kept everything that made us great, back from the very day we first started out. Our global HQ and largest studios are smack bang in the middle of the UK and well worth a visit to see for yourself!

## Hang on, there's more...

The role will be based primarily in Hartlebury, but there will be times when you'll need to work from our other offices and undertake other related commercial duties both in the UK and overseas. Flexibility is key!

We're a friendly team. We really, really welcome anyone who wants to become part of a brilliant company. If you're passionate with a cracking drive to deliver on our 'anything's possible' mindset, we'd love to hear from you!

DRPG is an equal opportunities employer.

Data Security (not super exciting, but necessary)

At all times you must work within the guidelines set out in the DRPG Information Security Policy and your Employee Confidentiality Agreement. Failure to do so may be treated as gross misconduct.

You must also work within the guidelines set out in DRPG's Health & Safety Policy and Team Handbook.