

Recruitment Coordinator Vacancy

Cogent Skills Services has an exciting opportunity for a Recruitment Coordinator. To carry out effective recruitment activities for early talent opportunities within the science and technology sector, while delivering an exceptional customer service experience to all our stakeholders.

This role is based in Warrington.

Remuneration Package

- Salary between £24,000 - £26,000 per annum dependent on experience
- Full time permanent role
- Pension – employer contribution 6%
- Life Assurance
- 28 days holiday plus 8 bank holidays (FTE)
- Opportunity to buy-back 5 extra days annual leave (FTE)
- Optional Private Health Care package
- Day off for your birthday
- Hybrid working
- Employee Assistance Programme
- Bonus Scheme
- Aspire Values Award Scheme
- Annual Values Awards
- Long Service Awards
- Annual Company Events
- Gym Discount
- Access to Training & Development Opportunities

Key Accountabilities

- Engage with and manage new talent relationships to ensure a ready supply of high-quality candidates to match early talent opportunities.
- Promote and advertise opportunities through all relevant channels, while working with the marketing team, ensuring activities and campaigns are adequately supported and successfully completed.
- Update and maintain platforms and applicant tracking systems to create online recruitment and management systems including reporting user problems.
- Undertake recruitment activities on behalf of candidates such as shortlisting, modifying, screening, arranging video interviews and coordinating interviews. Providing support and advice during the recruitment process.
- To coordinate and complete all day-to-day recruitment administration and associated activities, working closely with Skills Account Managers and recruitment colleagues.
- To coordinate and maintain all records pertaining to all applicants and employers in accordance with the GDPR data protection legislation.

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- To work with educational networks in careers and recruitment activities by supporting regional events/open days/meetings where necessary with key stakeholders.
- To review and support recruitment processes and improvements.
- To work closely with the Finance team to request PO Numbers and track invoice payments.
- To understand Safeguarding requirements and reporting of any concerns.
- To undertake relevant mandatory and Continuous Professional Development (CPD) training.

Key Performance Indicators

- To meet monthly pipeline and target conversions for recruitment activities.
- To meet the timelines as per the deliverables agreed.
- Recruitment platforms and website channels to be regularly updated to meet the demand of customer requirements.
- Candidate & customer satisfaction ratings to be achieved at 90% or above.
- Timely completion of candidate records compliance in line with GDPR.

Essential Knowledge Skills and Qualifications

- Proven recruitment and candidate management experience.
- Proven business administration experience.
- Excellent working knowledge of recruitment systems and channels, including social media platforms.
- Good knowledge of IT & Microsoft tools.
- Excellent organisational skills with the ability to prioritise tasks and work to deadlines.
- The ability to work closely and proactively with candidates, supporting and encouraging applicants to submit their best application.
- GCSE at A-C or grade 5-9 in English, Math's and Science and above.
- Enhanced DBS (to be arranged for suitable candidates).

Desirable Knowledge Skills and Qualifications

- Understanding the structure of Apprenticeships and Higher Education.
- Understanding of right to work checks and Visa requirements
- Relevant degree level of education or professional qualification.

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- Understanding and experience of STEM Industries.
- IAG Training or qualifications

Cogent is an inclusive employer and we value the diversity our workforce brings. We welcome applications from all candidates and will consider all applications equally and fairly.

Cogent is committed to Safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

To apply please click on the below link

<https://www.cogentskills.com/about/work-for-us/>

Please send a letter of application and your CV to human.resources@cogentskills.com by 17th February 2025 outlining your suitability for this post and how you would ensure success.

If you have additional needs that you would like us to consider during the application and interview process, please contact Denise Bentley on 01925 515222 to discuss ways that we can support your application.

Interviews will take place at the Warrington office.

If you haven't heard back from us within 21 days of your application, it means that unfortunately your application has been unsuccessful on this occasion.

Websites: www.cogentskills.com

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