

# RECRUITMENT ADMINISTRATOR SPECIFICATION



## OVERVIEW

We are looking are for an ambitious Administrator, with the right attitude, to join our team in our superb Darlington offices.

You will be responsible for the company's central administration function and will be the first port of call for candidates connecting with Maxwell Stephens about our ongoing recruitment campaigns.

We have done work for the likes of The Royal Household, Facebook, ASOS, Formula One, British Airways and Adobe.



## ABOUT YOU

If you are looking to kick start your career, this role is the right one for you! There is no experience is required for this role and we will train you in all aspects of the business, its activities and its services. Ideally you are computer literate with good IT skills, and you are a team player and find yourself enjoying work alongside others.

Training Provided In:

- Excellent planning and organisation skills
- Attention to detail
- Administration skills
- Principles of business



## KEY RESPONSIBILITIES

- Answering telephone calls in a polite and courteous manner
- Database management/entry
- Email communication with candidates
- Mailshots
- General administration
- Liaising with globally recognised clients to arrange interviews for candidates
- Assisting with writing and advertising job adverts
- Internal and external diary management
- Keeping candidates updated in the application processes

As soon as you walk through the door of our offices at interview and on your first morning with us, you'll be struck by the Maxwell Stephens team. Like you, we're driven to get amazing results and are committed to doing the right thing by everyone.