

Job Title: Candidate Engagement Coordinator – Apprentices
Location: Onsite at Sky, Livingstone with flexible working
Business Area: Recruiting Solutions
Salary: Competitive



About GTI:

We aim to help students realise their potential in the world of work through technology, content, and tools. That's not an easy thing.

We believe in understanding students and partnering with employers, universities, schools, and other technology providers.

It's about students finding the right role and employers finding the most suitable candidates. But its more than that – it's about helping young people discover options, develop and build confidence.

Mission:

Due to rapid growth in the apprenticeship space, we have an exciting new opportunity for a coordinator to join our team. This role will be focussed on apprenticeship programmes within our growing Customer Service Group, however there will also be scope to support corporate apprenticeship recruitment as required.

Working alongside the Early Talent Partner – Apprentices this role will focus on supporting the development and delivery of an exceptional selection process for candidates within our Customer Services Group with a focus on meeting diversity objectives and developing strong talent pipelines for our apprenticeship programme.

You will also work closely with the wider GTI team, based in our London HQ, to support business wide projects and best practice sharing.

Outcomes:

- To ensure and maintain a high level of candidate experience throughout the candidate selection process

Main Duties and Responsibilities:

- Management of the candidate inbox and queries
- Supporting the wider attraction and selection activity, attending careers fairs as required
- Ownership of any candidate reasonable adjustments calls and support during the selection process
- Arranging logistics relating to assessment centres – e.g. virtual room set up, timetable management, candidate queries, supporting pre assessment candidate calls and issuing invites to assessment centres
- Responsibility for timely and accurate candidate expense management
- Supporting facilitation of the assessment centres', ensuring high quality candidate experience and management of the candidate room in between exercises/activities.

- Supporting professional and timely candidate feedback following assessment centres
- Administration support during offer process, including raising contracts, monitoring acceptances, and supporting onboarding as required in peak season
- Support ad hoc projects as required

Person Specification:

Work Experience, Knowledge & Skills:

- Highly organised with the ability to prioritise multiple tasks while managing work time efficiently
- Excellent organisational skills and attention to detail
- Highly developed communication and presentation skills
- Ability to work at pace and under pressure
- High-energy and articulate with a customer- service mindset
- Microsoft office experience: advanced Excel, plus proficient user of PowerPoint and Word
- Results-oriented, motivated, enthusiastic, and resilient
- Strong team player that loves to bring new ideas to the table.
- Flexible working style

Other Information

- 37.5 hours per week Monday to Friday 9.00 – 5.30pm
- 3-month probationary period
- Training provided
- Benefits package: 5% Contributory Pension, initial 25 day's holiday, enhanced maternity/paternity policies, life assurance scheme

If you are interested, please send your CV to Hollie Valler - hollie.valler@groupgti.com