

**Job Title:** Resourcing Coordinator  
**Location:** New York  
**Business Area:** GTI Recruiting Solutions  
**Salary:** TBC



### **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**

To deliver an excellent service to our Banking Client in New York, working closely with the inhouse team providing support and services.

### **Outcomes**

- Complete all hiring on time and within budget – delivering events, selection and assessment services
- Deliver Spring and Summer programmes – supporting recruiters with logistic and delivery

### **Main Duties and Responsibilities:**

#### **Marketing and events**

- Setup and supporting at in house attraction events
- Event booking, logistics management and delivery
- Candidate sourcing via client system and university advertising

#### **Assessment delivery**

- Interview and assessment centre booking, candidate invitations and logistics
- Candidate travel booking and expense management
- Candidate briefing calls
- Assessment centre pack preparation and delivery
- Run interview and assessment events
- Support recruiters with pipeline queries

#### **Programme delivery**

- Support with logistics and booking for Spring and Summer programmes – including catering, hotels, travel, rooms, events
- Manage intern Apps as required
- Assist with in person events as required

**Person Specification:**

## Work Experience, Knowledge &amp; Skills:

- Strong stakeholder management skills – proven ability to manage changing priorities and ambiguity
- Strong planning and time management skills – ability to manage multiple tasks and deadlines
- Excellent phone manner and written communication
- Organised and able to adhere to deadlines
- Excellent attention to detail
- Self-motivated and able to display initiative
- Computer literate: experience of using email, internet, and MS Office packages
- Previous experience as an early in careers recruiter preferred (either in house or agency side)

**Other Information**

- Permanent role – 37.5 hours per week between Monday to Friday 9.00 – 5.30pm

Please send your resume to [shante.chambers@groupgti.com](mailto:shante.chambers@groupgti.com)