



## **Recruitment Administrator**

Lifeplus manufactures and distributes high quality nutritional supplements direct to customers and generates new sales through referral by its independent associates. Those Associates in turn receive a commission or bonus for the volume of business they generate based on a layered commission structure.

We are an established and successful international business with great ambition and a team of enthusiastic people who are all dedicated to moving the business forward. Lifeplus Europe, as the name suggests, specifically supports customers throughout Europe and delivers our products direct to consumers throughout the region.

At Lifeplus, we follow a single guiding principle: helping people to feel good. For those looking to improve their health and lifestyle, we offer exceptional nutritional supplements, simple wellbeing advice and the opportunity to earn a supplementary income by running their own business.

### **Overall Summary:**

Reporting directly to the Internal Recruiter you will be responsible for providing first class administration support to the full recruitment process. This role requires a people person that can build strong relationships and offer a high level of accuracy.

### **Principal Responsibilities:**

- Support the recruitment processes to include liaising with external agencies, reviewing CV's, organising interviews and maintaining diaries
- Constant maintenance and updating of candidate tracker
- Responding and updating candidates on the status of their application
- Maintain careers website and external job boards with new roles and closing roles which have been filled
- Update internal vacancy poster and central Job Description folder
- Administrative tasks including filing, photocopying and data entry
- Providing administrative support as and when required to the HR team
- Ensuring that all necessary visa documentation checks have been completed with each application.
- Reformatting Job Descriptions in to standard company format
- Salary bench marketing and market/competitor reviews to ensure our package is in line with the current job market
- Preparation of monthly New Starter welcome packs and maintain stock levels

**The Candidate:**

- The ability to communicate at all levels with both external agents and internal stakeholders
- Excellent written and oral communication skills in English are essential
- The ability to multi-task and work accurately under pressure
- Excellent knowledge of Microsoft Office Excel, Word, PowerPoint and Outlook
- Confidentiality and discretion are essential.
- Ability to work on own initiative
- Previous recruitment administration or agency background is essential

Working hours Monday to Friday 37.5 hours per week (part time hours will be considered)

This list of Roles and Responsibilities is not exhaustive and is not designed to limit or inhibit the way we work or how the role develops, it is intended to be a fluid document and indicates how we currently see the role.

- Please note: The successful applicant will be required to undertake a criminal record check.
- Please advise us in advance if you have any special requirements if you are asked to attend an interview.

(Please note all offers of employment with Lifeplus are subject to satisfactory criminal record check and references)