POSITION DESCRIPTION

Recruitment Coordinator

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| **Position Title** | Recruitment Coordinator |
| **Department** | HR & Development |
| **Position Type** | Permanent |

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| **Role Summary** |
| We are looking for a recruitment coordinator to join our highly regarded team at Baker McKenzie, Belfast.  We are looking for someone to join the team who has a very strong work ethic and a genuine interest in working for a law firm.  The main purpose of the role is to provide first class support to the Experienced Hire Recruitment team in the London office London. |

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| **The Firm** |
| Baker McKenzie is a truly global law firm. We have more offices in more locations than any other law firm and most of our work has an international dimension. With 13,000 people in 47 countries, no other law firm can claim to be so multi-national.  And, because we have no global head office, at the local level we can offer you the best of both worlds: the work, pride and experience of being part of one of the world's leading law firms but in a local office environment that is friendly and supportive. No matter what the role or level, our strategy is to encourage and support every Baker McKenzie person to fulfil their potential. |

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| **Responsibilities** |
| **The successful applicant will be responsible for:**  **Interview Support**   * Working with the other Recruitment Coordinator on the team (based in Manila) to organise all Business Services and Fee Earning interviews * Liaising with candidates directly or with recruitment agencies in order to schedule meetings and interviews * Managing room booking requests to London Reception and update room details in diary invitations via Outlook Calendar   **Job Posting & Support**   * Posting of jobs via approved Job Boards * Making suggested updates / changes / amends where required * Monitoring individual job boards to ensure that the information has pulled through successfully * Data capture and analytics around job boards (see reporting)   **Applicant Tracking System**   * Creating and managing job requisitions for vacancies * Updating and maintaining the workflow across both individual roles and job templates * Finalising, withdrawing and / or suspending jobs * Moving candidate applications in the workflow * Updating candidate profiles with relevant interview details, interviewer comments, candidate responses to emails, other application updates * Uploading and filing CVs to cvMail from different application channels * Updating job and email templates when required * Issuing agency registration requests, setting up one off agency accounts * Maintenance of Job Match, adding and moving candidates where required * Responsible for updating automated email templates with corresponding folders   **Reporting**   * Data capture & analytics around websites, mobile site, social media and candidate sources (EH & GR) * Engaging the other Recruitment Coordinator on report generation as needed * Generate and/or update recruitment related reports:   + HR Bulletin   + Weekly Recruitment Report   + Annual and Monthly Report   + Hiring Activity   + New Joiner Tracker   + Generate reports from cvMail i.e. agency productivity report   + Generate talent search reports for new vacancies   **Onboarding**   * Managing the Onboarding Portal (OP) process working closely with the Team Administrator in London along with others on the Experienced Hire recruitment team. Reporting back once the OP process has been completed by candidates / flag missing items / send a follow up email as appropriate to the candidate. * Send acknowledgement email when candidate has fully completed the OP process * Assisting with candidate offers, including the preparation of offer letters * Monitor the progress of background screening through Vero and flag items as necessary * Monitor candidates progress through the various on-boarding stages and make follow ups on missing information or documentation * Create draft offer letters * Create Baker Me and SAP profiles, generate payroll forms * Requesting for the adding of billing rates for fee earners * Create electronic staff files to upload files of new joiners * In conjunction with the PA to the Associate Director of Recruitment & Team Assistant, manage the new joiner process including the sending of first day emails to the candidate and ensuring all the requisite documents required are seen on the candidate's first day   **Ad-hoc**   * Responsible for assisting the other Recruitment Coordinator in Manila and the PA to the Associate Director of Recruitment &Team Assistant in London as and when required * Assisting with the upkeep and organisation of the electronic filing of our files * Helping to compile interview questions templates * Helping with the production and signing of candidate offer paperwork * Assisting with organising candidate tests * Assist other teams within HR with ad-hoc queries   Responding or forwarding queries that go to the Recruitment Inbox |

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| **Job Holder Requirements** |
| **Essential Criteria:**   * Strong academic credentials including a Bachelor's or Masters Degree. * Experience of a similar role - ideally within a Professional Services environment although this is not a prerequisite * Experience of an onboarding process would be useful but is not essential * Excellent IT skills - with particular reference to Microsoft Word, Excel and Outlook * Good knowledge of an Applicant Tracking System (ATS) such as CV Mail * Excellent verbal and written communication skills along with excellent interpersonal skills   **Personal & Technical Skills:**   * Ability to quickly understand the Firm’s HR policies and procedures * Ability to plan, schedule and arrange own activities to accomplish objectives * Ability to build rapport at all levels * Ability to think proactively to reach solutions * Collaborative, effectively working with others to achieve team success * Respects and enjoys the diversity of cultural, social and academic backgrounds found in the Firm |
| *Baker McKenzie Belfast is committed to promoting diversity and inclusion for all. This is intrinsic to everything we do and underpins Baker McKenzie's vision to be the premier global law firm. This vision cannot be achieved without harnessing the imagination and the creative problem-solving capability of talented people whatever their background. Our unique international culture is reflected in the drawing together of a worldwide family of individuals from diverse cultures and backgrounds in all of our offices.*  *The Belfast office mirrors the wider firm in encouraging the best people, regardless of race, religion or belief if any, gender, gender identity, disability, sexual orientation or age, to fulfil their professional aspirations with us so as to create an exciting and diverse legal environment.* |