BNP Paribas – Recruitment Coordinator (HR Department)

Function:
• To ensure the smooth running of the recruitment administration processes
• To ensure all administration procedures and processes are fully documented for the on-site team
• To relieve on-site consultants of as much administration as possible and initiate improvements in systems and processes
• To work to set time frames for daily and weekly deadlines and have attention to detail
• To conduct all administration surrounding the recruitment of candidates prior to, during and after engagement/employment
• Strive to exceed expectation wherever possible and offer additional assistance to the whole team
• Assist with recruitment process and work closely with the consultants in making sure all procedures are followed and co-ordination of recruitment is fully covered and under control at all times. Responsibilities will include the following:

Responsibilities:
• Interview scheduling and room bookings within SLA timeframes. Ensuring the hiring manager has a copy of the CV, calendar invite and room booked for any interviews.
• Interview scheduling and room bookings within SLA timeframes for the final HR interview between the Recruitment Partner and the candidate.
• Complete all daily, weekly and monthly tasks in line with company process and procedures
• Provide extensive query management to all stakeholders, including the candidates and internal clients
• Maintain and manage interviews central inbox and helplines as required and that all queries are responded to within SLA.
• Ensure correct data is input and maintained in HR system
• Ensure all interviews are logged into the system
• Initiate improvements in systems and processes
• To work to set time frames for daily and weekly deadlines and have attention to detail
• Complete scheduled audits of data, systems and files on time and highlight any issues to the Regional Lead
• Understand the Recruiter’s role and offer additional administration support
• Ensure correct data is maintained in Recruitment Systems and paper files through regular auditing and archiving
• Gain a strong understanding of the RS Remit within the client and work as an active team player in the team in achieving objectives and exceeding expectations
• Understanding of and work to all SLAs pertaining to the role
• Ad hoc projects

Other duties which are reasonably within the capabilities of a staff member in this position may need to be performed from time to time, in addition to or instead of the above duties. The requirements of this role may change over time and staff are required to comply with all such reasonable changes.

Application Method
Application can be sent to pius.poon@resourcesolutions.com.