

Job Title:	Onsite Co-ordinator		
Business Stream:			
Reports to:			
Background:			
<p>Jarell Group is a collective of recruitment agencies supplying temporary & permanent staff across a broad range of industry sectors throughout the UK. The business is split into individual recruitment agencies each with their own identity and area of specialism. They supply the whole recruitment circle from sourcing & selection to payroll & training including apprenticeships.</p> <p>As an Onsite Co-ordinator you will be based at our clients premises and be responsible for the recruitment and management of the temporary workforce.</p>			
Key Responsibilities:			
Candidate Attraction & On boarding			
<ul style="list-style-type: none"> • Creating compliant adverts for roles and ensure these are up to date and fresh across job boards and social media platforms • Attract sufficient candidates through ensuring ongoing advertising, recruitment & selection of candidates. • Understanding clients' requirements and ensuring candidates have the relevant experience and are recruited within the required time frame. • Reviewing advert responses and respond to candidates in a timely manner. • Completing RTW checks, registering & interviewing workers. • Coordinating client specific procedures such as assessments, site tours, welcome presentations, inductions & Health & Safety. 			
Worker, Candidate & Client Management			
<ul style="list-style-type: none"> • Fulfilment of staffing requirements to meet client deadlines • First point of contact for all client and candidate queries • Building a long-term trusted relationship with the client and agency workers • Shift check ins & confirming attendance • Liaising and communicating effectively with client management team • Managing & monitoring daily worker attendance, punctuality & performance with verbal or documented meetings as necessary • Delivering coaching conversations with colleagues for under and over performance • Ensuring H&S standards are met and maintained across all departments raising issues as necessary • Developing the existing pool of staff to support productivity onsite • Dealing with the escalation of conduct matters • Supporting Line Manager with collation of data for review meetings • Updating live day to day availability logging all updates on to our KPI reports 			
Administration			
<ul style="list-style-type: none"> • Inputting and checking data for weekly payroll ensuring the information is accurate • Administration of new starters & leavers providing information on the KPI reports • Taking responsibility for administrative processes such as absences and change requests • Managing compliance requirements and keeping secure records for audit purposes • Handling payroll and invoice queries 			
Version Number	1.0	Date Issued	29 th November 2023
Reference Number			JAR-JD-F015
Authorised by	Charlotte Harkin		Page 1 of 2

General

- Maintaining a professional and up-to-date social media profile to use for both business development & recruitment purposes.
- Resolve efficiently any queries raised from candidates, workers or clients in a prompt and timely manner.
- Adhering to KPI's.
- Must be able to work to and achieve performance targets.
- Support the Compliance Team with both internal and external audits
- Understand, and comply with, all company policies, procedures & required regulations & legislation
- Raise any concerns to management.
- Liaise with Head Office staff as required to fulfil duties
- Support the branch with other tasks to ensure high quality service delivery as required
- Out of hours mobile phone cover as required by job role.
- Holiday cover and ad hoc requests in line with job description as required.

Experience & Skills:

- Ability to meet business objectives
- Previous recruitment experience is desirable
- Ability to think on your feet and think creatively
- Excellent interpersonal, presentation and communication skills
- Reliable and flexible
- Determination to succeed
- Excellent time management.
- Confidential and professional approach to work
- Excellent verbal and written communications with all levels of people internally & externally
- Ability to work autonomously, manage own/ demanding workload and prioritise
- Essential to be approachable and build rapport though open and honest communication style
- Organised approach to work

Requirements & Qualifications:

- Excellent understanding of recruitment processes
- Knowledge of sourcing tools and selection methods for recruiting candidates
- Experience of a fast-paced sales environment
- Maths & English to GCSE or above
- MS Office skills
- Experienced user of CRM systems
- Good standard of Education and willingness to undertake any further training to develop in the role.
- Due to the nature of the role and the potential sensitivity of the data being handled background checks will be completed including referencing and a DBS Check. Issues would not preclude the candidate but HR will be contacted for further advice.

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Authorised by	Charlotte Harkin				Page 2 of 2