



RECRUITMENT COORDINATOR/ HR ADMINISTRATOR (Job Reference No: GMD0636)

Gordon Murray Design is a world-leading automotive design company. We have gained a global reputation as a pioneer of lightweight and efficient vehicles, taking a highly innovative approach to all aspects of vehicle design, development and production.

We have a fantastic opportunity for an Internal Recruiter to join our close-knit, friendly, HR team based in Shalford, Surrey on a temporary basis. This is a new role, created in order to support the growing business and high levels of recruitment over the upcoming months.

We are looking for someone with a can-do attitude, who has experience with administration within a recruitment function and is happy to get stuck in!

Principal Duties and Responsibilities

- To work closely with and support the Internal Recruiter and HR team to support the overall recruitment drive with general administrative duties
- Supporting by seeking approvals, arranging interviews, screening CVs, advertising roles on various websites
- Using LinkedIn Recruiter to advertise roles, manage candidates and conduct direct sourcing where required
- To work with managers to understand their requirements, obtain feedback and keep them informed
- Keeping trackers up to date
- Attending meetings to update various stakeholders on recruitment activity
- Potentially support with the implementation of a recruitment tool
- Management of and adherence to internal recruitment processes
- Creating/reviewing job approval paperwork, job adverts and job descriptions
- Liaising with recruitment agencies
- Managing applications, liaising with candidates and screening to ascertain expectations
- To work with the HR team to support where necessary with on-boarding activities
- Additional day-to-day administrative tasks with regards to recruitment

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What we are looking for...

- We are ideally looking for someone with experience in an administrative recruitment capacity, preferably in-house within an HR team
- Good Microsoft Office suite experience and ability to work with a variety of applications would be ideal
- We would really value a real eye for detail to ensure accuracy



- Experience in the automotive industry and/or an SME would be useful but is not essential
- Mostly, we are looking for someone with a great can-do attitude!

To Apply:

Please send an up-to-date CV, including details of your current salary and quoting Job Reference Number **GMD0636** to: hr@gordonmurraydesign.com