Industrial Placement – Early Careers Recruitment Coordinator

Are you looking for the perfect placement to help you complete university with real work experiences? Join our Resourcing Services team on our Industrial Placement Scheme as an Early Careers Recruitment Coordinator helping individuals just like you reach their potential, while earning a salary of £19,600!

Here’s a bit about the opportunity…

As an Industrial Placement Early Careers Recruitment Coordinator, you’ll keep in touch with candidates that are going through the recruitment process, helping to push them through the client pipeline, working with clients such as Virgin Media O2, Morrisons and Network Rail. You’ll be the first point of contact for applicants, working in small teams to successfully lead and deliver recruitment campaigns. During the placement, you will:

* Provide basic technical trouble-shooting advice relating to our technology platforms
* Prepare information and reports to share back with clients on campaign performance
* Carry out coaching calls for assessment centres to prepare candidates, giving them tips for the day
* Liaise with candidates to offer post-assessment centre advice on how they performed

You will be based in Newbury, with the opportunity for some home working after your initial training period and once settled in the role.

What we looking for…

We’d like to meet individuals keen to develop new skills and knowledge and that are comfortable using Microsoft Word and Excel. We have no minimum grade or subject area requirements for this scheme – we’re open to meeting people of all kinds. Other qualities we’re keen to see include:

* Great organisation skills
* Ability to multi-task
* Confident communicator

What we’re offering you…

An opportunity to grow through hands-on experience and the knowledge needed to finish off your university experience on a high! Enjoy a friendly working environment with opportunities to grow, both personally and professionally. As well as a great culture and real responsibility, you can also enjoy a salary of £19,600 and an exciting benefits package, including:

* Access to 1000s of unique discounts
* Subsidised gym membership
* Cycle-to-work scheme
* Your birthday off

And all about us

We are Amberjack. Experts in future talent and volume recruitment outsourcing, technology and assessment. We’re passionate about connecting future talent with inspiring employers to give them a head start in building a successful career through Graduate, Apprentice and Intern roles. We develop volume recruitment technology and services that help organisations make their connections with early careers talent simple and effective. We enable organisations to remove barriers to inclusivity and diversity and rapidly identify future potential.