

**An exciting opportunity to join a growing organisation
within the Healthcare Industry!**

RECRUITMENT COORDINATORS

**Full Time
Based in Derby** **Up to £18K pa**



Our Recruitment Coordinators will be based at Cardinal Square Offices in Derby and flexibility to work over evenings and weekends may occasionally be required.

Totally PLC are recruiting four Recruitment Coordinators to join their HR Team based in Derby. You will support Totally plc group in delivering a pro-active talent acquisition service to the organisation, and to work as part of the wider HR team to provide sound and accurate advice to managers on policies and employment issues around talent acquisition. You will also support the activities of the HR function by providing a comprehensive customer focused service, specifically, but not exclusively in relation to talent acquisition within Totally plc group. We are looking for staff who are passionate about delivering brilliant, customer service and have a professional, flexible approach to work and colleagues.

Successful applicants will have significant relevant experience within a similar busy HR/Recruitment environment and have some knowledge of HR and payroll processes. You will also have some knowledge of digital marketing.



You will have a proactive and positive approach and would thrive in a hands on environment. Excellent communication, listening and interpersonal skills will be extremely important in this role, along side being able to follow instructions, use initiative and being able to work as part of a fast paced busy shared service team.

**Interviews will be held
in late February 2019**

We encourage you to apply as soon as possible, as once sufficient applications have been received, we may choose to close the advert early.

For further information about this role or to apply, please visit our website:
www.totallyplc.com/about-us/careers/

Or contact us on 0300 013 4885 or at recruitment@totallyrecruit.com



@TotallyPlc

Closing Date: 24th February 2019