

## **Recruitment Coordinators, Edinburgh**

*£ Competitive Salary (depending on experience)*

We are a well established professional catering and hospitality agency situated in the centre of Edinburgh and are eager to expand our existing team of Recruitment Coordinators.

As a Recruitment Coordinator you will match and resource candidates to ensure our client demands are met. By using your excellent communications skills you will liaise with clients and managers to fully understand event staffing requirements and roles, and fulfil these needs as appropriate.

Previous recruitment experience or Hospitality experience would be an advantage to identify resourcing solutions and manage conflicting demands on resources. This demanding role requires an ability to work under pressure, strong time management skills and be a proactive communicator.

### **Job specification**

- Strong oral and communication skills and English language fluency.
- Excellent team working ability to ensure smooth operation in HR organisation as a whole.
- Experience working with recruitment tools beneficial.
- Ability to manage a large and variable work load, ensuring timely and accurate completion.
- Requires excellent IT skills, specifically in databases, word and spreadsheets.
- Excellent organisational skills are essential.
- Must be fully aware of sensitivity and confidentiality and appropriately act upon it.

The successful candidate will receive fantastic career development opportunities and a competitive salary and benefits package. Interested individuals should apply without delay by email to [Hazel.Neill@quality-link.co.uk](mailto:Hazel.Neill@quality-link.co.uk) **quoting their current and expected salary and notice period.**