

Recruitment Executive

Blackburn Head Office



Vital Energi are at the forefront of the UK's low carbon energy generating systems of the future. We essentially work in the construction industry, in a rapidly expanding market for Heat and Power Solutions from renewable energy.

As a leading turnkey engineering contractor, we design, install, operate and maintain environmentally friendly energy generation centres and the distribution infrastructure, mainly for new build, in the public/ private residential, retail and commercial sectors throughout the UK and Northern Ireland. We work with some of the UK's most respected Property Developers and the top 20 construction companies, as well as the UK's leading energy utilities companies.

Due to Vital Energi's demand for new staff, we require a **Recruitment Executive** to assist with sourcing suitable candidates from the market place.

This position would suit a graduate with a Business degree or someone who has numerous years experience working in a senior secretarial/ administration function who has developed skills within a recruitment function. Personality is key for this role, as the successful candidate will be liaising on a daily basis with senior members of staff.

The ideal candidate will assist with all recruitment duties for the company, as well as undertaking general administration duties as and when required. Specific duties will include:

- Co-ordinating and implementing all advertisements
- Liaising with all levels of management to determine recruitment needs
- Sourcing new candidates through all means necessary (headhunting/ cold-calling/ referrals)
- Logging and acknowledging all new applications and received CVs
- Liaising and negotiating with recruitment agencies to establish preferred rates and working relationships
- Conducting initial CV screening and telephone conversations
- Co-ordinating & communicating feedback from recruiting managers
- Scheduling interviews and communicating accordingly
- Attending first stage interviews to establish basic information and background experience
- Undertaking recruitment administration
- Promoting the company to improve the name within the industry
- Assisting the Administration function with general administration duties, offering support when needed

The successful candidate will ideally be qualified at graduate level, with a minimum of 5-years experience in senior administration function, ideally with recruitment skills. The individual will be confident and focused and have excellent written and verbal communication skills, with the ability to manage their time and duties in a professional and effective way. The capability to work within both a team environment and using their own initiative to meet tight deadlines is essential.

If you feel that you have the relevant experience and personal qualities to join our team and are looking for a new challenging and rewarding role, please forward your CV, along with your current salary details/ expectations to:

Ella Stokes, Group HR Manager, HR Department, Vital Energi Utilities Ltd, Century House, Roman Road, Blackburn, BB1 2LD (ella.stokes@vitalenergi.co.uk)

Salary: Dependent on experience

Location: Blackburn

Closing Date: 2nd December 2011

NO AGENCIES

The company is opposed to all forms of discrimination and will select for employment, training and promotion on the basis of suitability for the job and/ or merit. It is company policy that no job applicant or employee receives less favourable treatment than another on the grounds of sex, race, colour, age, ethnic or national origins, political affiliations, religious beliefs, marital status, physical disablement or is disadvantaged by unjustifiable conditions or requirements. Only applicants who are legally entitled to work in the UK and are currently resident in the UK are invited to apply.