



NO AGENCIES

Recruitment Advisor AVK UK LIMITED

AVK UK Limited is part of the AVK Group, who are market leaders in the supply of valves, fittings and flow control equipment to the Water, Waste Water, Oil, Gas and Fire Protection industries throughout the world.

We have a vacancy for a dedicated and experienced Recruitment Advisor to join our HR team, based in Chesterfield with occasional travel, reporting to the Head of HR & Organisational Development.

Brief Overview:

This role is the cornerstone of the organisational performance of the business. Strategic drive (no1) is to Attract, Identify develop and retain high performing talent across all site. This role specifically can influence the continued success of the business. It is seen as a prominently Recruitment/Resourcing but will support the Group Human Resources function with a variety of activity.

The primary tasks include, but are not limited to:-

1. To work closely with the Senior Leadership Team to ensure recruitment meets current / future requirements.
2. Build relationships with all business leaders and managers in building an effective and efficient recruitment processes, and develop business knowledge and understanding.
3. Shortlist CV's and conduct initial telephone interviews to assess candidate suitability.
4. Coordinate interview schedules and support Managers / candidates with the offer, screening and onboarding process
5. Continuously developing recruitment and selection processes to the benefit of the candidate and the company.

Qualifications and skills:

The successful candidate will have prior experience in 360 recruitment preferably In-house with excellent customer service skills both written and verbal. The ability to work under your own initiative, demonstrating an ability to set & meet personal targets, combined with the flexibility to adjust to workload priorities to take account of new deadlines is essential in this role.

Please apply in writing, including full C.V. to:
Lee Foxall – Head of HR & Organisational Development
Email: careers@avkuk.co.uk



The AVK UK group of companies is part of the globally renowned AVK group who are based in over 90 countries and known as one of the leading innovators and manufacturers of high-quality valves and fittings for the water, wastewater and gas industries worldwide.



Recruitment Advisor

AVK UK LIMITED

Job Title Recruitment Advisor	Department Human Resources
Reporting to Head of HR and Organisational Performance	Responsible for 360 Recruitment, General HR - AVK UK Group of Companies inc. Fusion Group / Glenfield Invicta
Other Working Relationships Internal Senior Management / Leadership / All Employees / Payroll External Recruiter Partners, Other HR professional bodies/ candidates	
Main purpose of the job This role is the cornerstone of the organisational performance of the business. Strategic drive (no1) is to Attract, Identify develop and retain high performing talent across all site. This role specifically can influence the continued success of the business. It is seen as a prominently Recruitment/Resourcing but will support the Group Human Resources function with a variety of activity.	

Main activities/responsibilities/key tasks, including, but not limited to:

- To work closely with the Senior Leadership Team to ensure recruitment meets current / future requirements.
- Build relationships with all business leaders and managers in building an effective and efficient recruitment processes, and develop business knowledge and understanding.
- Conduct briefings with Hiring Managers to understand requirements, creating engaging adverts and posting to relevant attraction sources
- Support Hiring Managers in writing job descriptions and person profiles for vacancies, managing the sign off process which attract high caliber talent (internal and external).
- Management of, leading to the sourcing of candidates through LinkedIn and CV databases.
- Shortlist CV's and conduct initial telephone interviews to assess candidate suitability.
- Coordinate interview schedules and support Managers / candidates with the offer, screening and onboarding process
- Ensure feedback is provided to all candidates in a professional and timely manner.
- Ensure effective candidate engagement throughout the end to end process.
- Liaise with other teams e.g. payroll / IT to ensure a smooth transition of candidate handovers and act as a point of contact to the candidate and Managers



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- Drive the best recruitment practice within the business.
- Ensure recruitment data is kept up to date and accurate at all times
- Continuously developing recruitment and selection processes to the benefit of the candidate and the company.
- To support with correspondence relating to offers of employment; annual leave quotas. Maintain HR electronic data, manual personnel files & data records; ensure all records comply with the GDPR.
- To take an active role in succession planning throughout the organisation identifying risk roles and ensure there are plans in the place to ensure continuity in the key positions in the organisation.
- To actively develop our recruitment service shaping strategic decisions, implementation and attraction of new employees including the interviewing and decision making with line manager.
- To develop, manage and maintain a HR system including personal records training management and attendance functionality.
 - Time and Attendance System updated: inputting sickness etc.
- To own and develop of suite of high-level management reporting information, that provides accurate and timely management information specifically around ER / Training and employee development plans and HR metric.
- To promote equality and diversity as part of the culture of the organization.
- Working to the requirements of the company's health and safety, environmental and quality management systems.

Performance Measures (KPIs):

- New employees recruited within budget and to time scales
- Monthly reporting on Recruitment activities
- Ensure you show regard for your fellow colleagues.
- Ensure all Company and B.S. Quality procedures are always followed.
- Ensure health & safety regulations are adhered to at all times.



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	Essential	Desirable	Identified by?
Qualifications	GSCE – Maths & English CIPD Level 5 (or equivalent)	Educated to Degree level (Business Studies/HRM/Psychology) REC CIPD	Application form CV
Skills/Attributes	Computer literate, IT knowledge including Outlook, Word, Excel, PowerPoint and knowledge of HR systems, accurate report writing, excellent communication skills to deal effectively with customers both in person & on the telephone		Interview
Knowledge	360 Recruitment, Employee relations matters, disciplinary & grievance, performance management, resourcing & retention initiatives, awareness of wider Company issues & relevant legislation	In House Recruitment	Application form CV Interview
Relevant Experience	Previous experience in In House Recruitment – ideally 3-5 years' experience	Experience in supporting with Generalist HR duties	Application form CV Interview
Personal Qualities	Working under own initiative, demonstrating an ability to set & meet personal targets, combined with the flexibility		Interview



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	to adjust to workload priorities to take account of new deadlines, interpersonal & communication skills, commitment to customer service, Self-motivated, confident, organised, maintain confidentiality, attention to detail, communicate effectively.	Adaptable and flexible within the scope of responsibilities.	
Appearance/ Disposition	Smart and well presented. Professional in approach		Interview
Special Circumstances	Able to work additional hours when required. Able to work offsite if required. Full driving licence.		Interview



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