



Excellent Opportunity in our HR Department

S&A Group is the UK's largest independent strawberry grower. The Group, which also has berry growing operations overseas and grows early UK asparagus, uses modern and innovative growing techniques to drive and support its thriving year round soft fruit import business. Our principal customers include the major multiple food retailers.

We are excited to offer the opportunity for the following full-time, temporary vacancy within our Human Resources department, based in Marden, Herefordshire:

Recruitment Coordinator

The main purpose for the role is to be responsible for the selection, recruitment & induction of permanent and seasonal staff in line with in line with the business demands and as per company policy and statutory legislation.

The main responsibilities are:

- To deal with the recruitment and selection and induction of permanent and temporary staff
- To facilitate the recruitment of seasonal staff in line with business requirements and in conjunction with the seasonal recruitment team
- To prepare employment documentation for all employees including job offers, letters of appointment and contracts
- To analyse, sift and maintain applicant and recruitment data
- Manage third party involvement such as employment agencies and web site developers

The ideal candidate will have the ability and experience to deal with two recruitment processes and be able to build and maintain productive working relationships with colleagues at all levels. They will be a strong communicator who has the ability to ensure that the appropriate communication method is used, based on the needs of the target audience and the complexity of the information being imparted. They will also have an excellent attention to detail, be attentive and be accurate with figures and the inputting of information.

The role is offered on a fixed term contract until July 2018.

A full Job Description and Person Specification are available upon request.

Please apply either in writing to Daniela Dedelyanova, Recruitment Manager, S&A Group, Brook Farm, Marden, Herefordshire HR1 3ET or by e-mail to vacancies@sagroup.co.uk and attach an up-to-date CV.

The closing date for applications is 10th March 2017.

S&A Group is an Equal Opportunities Employer.



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