

Internal Resource Co-ordinator – 12 month Fixed Term Contract

Based at Head Office, Runcorn, Cheshire

Here at CJ Retail Solutions we currently have an immediate opportunity within our Internal Recruitment Team which will also cover a period of Maternity leave from the end of this year, for a 12 month period. We are looking for someone to join our team, who have experience of recruiting large groups of field based staff to enable us to deliver multiple UK wide and Global based installation projects and POS Campaigns.

Primarily responsible for the resourcing for all potential and assigned projects. Delivering competent quality people within the agreed times to Project Managers and jointly responsible with both Project Managers and our internal Training and Field Operations teams for quality of work carried out by these recruits at all times

The role requires liaison between the Project Team, Department Heads and the Commercial Sales Team, working directly with the Business Unit Directors and Project Managers on a daily basis to facilitate appropriate staffing across the business based on a comprehensive understanding of project requirements. The internal Resource Co-ordinator must also ensure that project resourcing is managed in order to assure timely delivery and must communicate to appropriate Project Managers resourcing issues that may impact scheduled deadlines.

Manage and lead the creation and growth of an operational Tactical Resource Database in order to provide a high quality service which meets business and client needs across our full operating hours, striving to become the industry benchmark.

Manage and facilitate various approaches to recruitment covering direct advertising via the company's website, third party sites etc., campaigns via Social media (LinkedIn) and using selected and approved agencies.

What to expect

Recruitment - Responsible for being actively involved in the recruitment, selection & Induction of Tactical resource across all divisions, regionally across the North of the UK.

- Conduct face to face interviews, host & take part in recruitment roadshows and assessment centres throughout the UK, working towards achieving targets identified on the recruitment plan and focused sourcing within deadlines and volume requirements.
- Complete Induction programmes for new recruits at Head Office & regionally as required.
- Act as point of contact and support for field resource, conflict resolution, and development of solutions in support of business goals.
- Ensure all successful pool associates are notified to the HR Manager for all contractual matters, references, contracts and the up keep of personnel files.
- Promote a positive people culture creating a competent, committed, involved and motivated workforce.
- Manage and resolves resource booking conflicts, working with Project Teams and Commercial Sales Teams to identify appropriate resource requirements for each account and project.
- Maintain constant knowledge of current and upcoming projects and business development activities as they relate to resourcing.
- Alert Project Managers and Senior Management team of any potential concerns or issues with meeting key client deliverables due to resourcing or process issues and present resolutions to such issues where applicable.
- Work to resolve any issues regarding under or over allocations of current staff members.
- Keep database records of all applicants, rejections, assessment centre attendees and successful associates, particularly to keep track of changing availability
- Attend the daily Project Huddle and 'Kick off' meetings and discuss all resource requirements.

- Follow up on any resource requirements that cannot be satisfied by known associates by initiating an immediate, ad hoc, specific associate search, using select group of third parties.
- Monitor day to day project activities and resourcing, identifying potential instances of under-utilisation and actively work with Project Managers to address and solve those issues.
- Work closely with the Training Department to ensure the members of the tactical database are fully accredited to work on behalf of the business.
- Work closely with our Field Operations team to ensure quality standards are monitored and poor performance is managed efficiently.
- Ongoing communications with pool associates to ensure that they feel engaged and 'connected' to CJ Services' whether working on a client engagement or not.

What we're looking for

- Min 5 years of resource management or Project Management experience in Field Marketing, Merchandising, POP/POS, other service based industries.
- Preferable: working knowledge of project management processes
- Track record of ability to deliver against targets and within set timescales
- An understanding of on-line job boards and effective recruitment strategies.
- Good commercial sense and an understanding of the basis dynamics of day rates, margins, mark ups and VAT.
- Proactive – strong creative problem solving skills. Creates innovative solutions
- Team working – need to be able to build strong bonds with internal colleagues across a range of functions
- Emotional intelligence – high levels of interpersonal skills. Strong character – not afraid to have the difficult conversations internally and externally
- Confident operating within peer groups and liaising with customer and clients
- Strong Team Player with a “Can do” attitude
- Flexible & Analytical in Approach
- Track record of ability to deliver against targets and within set timescales
- Excellent Communication, Presentation, organisational & time management skills
- Proficient Computer skills (all aspects of Microsoft Office)
- Project management experience covering a relevant area e.g. Events, Retail, Field Marketing etc.
- The ability to work out of hours / on call as requested across the UK and ROI.
- Full UK driving licence

Salary Banding: £22,000 - £28,000 negotiated & based on relative experience and knowledge levels