

Requisition Number:

Job Description.

HORIBA MIRA is a global provider of pioneering engineering, research and test services to the automotive, defence, aerospace and rail sectors. We work in close collaboration with vehicle manufacturers and suppliers around the world, providing comprehensive support ranging from individual product tests to turnkey engineering design, development and build programmes.

With over 75 years' experience in developing some of the world's most iconic vehicles, our engineers utilise the latest test facilities and simulation tools to make vehicles and journeys safer, cleaner, more efficient and rewarding.

Title of Job:	Resourcing Administrator		
Department:	Strategic & Global HR D521		
Grade:	2 K		
Date Required:	As soon as possible		
Salary Range:	Up to £15 p/hr > part time 20 hours per week > 4 hours a day requirement > hours to be flexible based on business need		
Number Required:	1		
Location:	Nuneaton and Working from Home		
Reason for Vacancy:	Additional resource required to release subject matter experts and support funded and customer programmes.		
Contract Type:	Permanent:		Contractor:
Responsible To:	Resourcing Lead		
Subordinates:	None		

Main Purpose of Job
<ul style="list-style-type: none"> • Coordination and delivery of key resourcing and skills activities to support yearly Game Plan • Interaction with Managers at all levels, applicants and suppliers. • This is a hybrid role with the expectation of being on site 1-2 days a week – with the possible need for more based-on requirement

Key Responsibilities
Resourcing : <ul style="list-style-type: none"> • Vacancy management including: <ul style="list-style-type: none"> ○ Advertising ○ Supplier contact where required. ○ Candidate processing, ○ Interview arrangements (internal and external), • Customer engagement to support customer funded resourcing campaigns. • Agency worker processing • Support the management of inbox and trackers • Administer psychometric tests

Human Resources:

- Support to key Human Resource Processes
- Support transition into new HR systems

People & Culture Support Activities including:

- MIRA Tour arrangements
- Internal Development Chats Coordination
- Coordination and support of Graduate and Apprenticeship Programmes
- Life Links calendar bookings

Essential Qualifications	Preferred Qualifications
<ul style="list-style-type: none"> • Level 3 qualification in business and admin or equivalent 	<ul style="list-style-type: none"> • HR or Resourcing/recruitment qualifications or relevant institution membership.

Essential Experience	Preferred Experience
<ul style="list-style-type: none"> • Working in a busy confidential environment. • Dealing with internal and external customers and stakeholders at all levels. 	<ul style="list-style-type: none"> • Experience of working in a busy HR, Resourcing/Recruitment environment with customer funded and facing activities. • Customer focussed experience

Skills & Qualities
<ul style="list-style-type: none"> • Excellent IT skills with usual Microsoft products, database input and management, and ability to learn bespoke database systems e.g. recruitment databases. • Excellent communication skills • Able to work autonomously in an organised and collaborative way. • Fully comfortable with a hybrid working model • Ability to deliver excellence for customers • Diligent • Attention to detail • Friendly and personable outlook

What is the candidate likely to be doing now?
<ul style="list-style-type: none"> • A similar role in recruitment, HR or customer service capacity,