

Recruitment Administrator – Job Description

Role Purpose:

To provide high-quality administrative support across the full recruitment lifecycle, ensuring the efficient and effective delivery of recruitment processes. The role is responsible for coordinating recruitment activities from vacancy approval and advertising through to onboarding and pre-employment checks, ensuring compliance, accuracy, and a seamless recruitment process. As a key point of contact for candidates, hiring managers, and external partners, the Recruitment Administrator delivers a professional, responsive, and customer-focused service, helping to create a seamless recruitment experience for candidates and hiring managers.

Key Responsibilities

- Manage the recruitment inbox, acting as the first point of contact for recruitment-related queries and providing clear, accurate, and timely advice to candidates, hiring managers, colleagues, and external recruitment partners.
- Deliver a professional, responsive, and customer-focused service, ensuring recruitment enquiries are handled efficiently and resolved effectively.
- Prepare and publish vacancy advertisements across agreed recruitment channels, ensuring roles are advertised accurately, attractively, and in line with employer branding guidelines.
- Manage applications, coordinate interviews, and liaise with candidates and hiring managers, and ensure all stakeholders receive timely updates throughout the recruitment process.
- Build and maintain strong working relationships with hiring managers, candidates, and external recruitment partners to support the effective delivery of recruitment activities.
- Maintain accurate and up-to-date candidate records, ensuring applications, recruitment activity, and hiring progress are effectively tracked and monitored.
- Ensure recruitment documentation and records are managed confidentially and in compliance with GDPR, company policies, and relevant employment legislation.
- Coordinate and track pre-employment screening, including right-to-work checks and any other recruitment compliance requirements.
- Maintain and regularly update the recruitment tracker, ensuring accurate oversight of all vacancies, recruitment progress, and hiring outcomes.
- Produce and maintain recruitment metrics and reports, providing accurate data and insights on key recruitment activities, trends, and performance measures.
- Raise purchase orders and process recruitment-related invoices in a timely and accurate manner.

Good Manufacturing Practice - GMP

CPI have a responsibility to manufacture medicinal products of the requisite quality, fit for their intended use and be in accordance with the relevant Manufacturing and Marketing Authorisations, Clinical Trial Authorisation, Product Specification, Drug Master File or CEP Dossier as appropriate and which do not place patients at risk due to inadequate safety, quality or efficacy. The Pharmaceutical Quality System, which incorporates Good Manufacturing Practice, is designed to deliver this quality objective, the attainment of which requires the participation and commitment of all staff across departments and at all levels within the company.

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Good Manufacturing Practice is the part of Quality Management which ensures that products are consistently produced to the correct quality standards. To comply with the principles of GMP, it is required that clearly defined procedures are adhered to when performing operations across CPI.

Data Integrity - DI

Data Integrity is the degree to which data are complete, consistent, accurate, trustworthy, reliable and that these characteristics of the data are maintained throughout the data life cycle. The data should be collected and maintained in a secure manner, so that they are attributable, legible, contemporaneously recorded, original (or a true copy) and accurate. Assuring data integrity requires appropriate quality and risk management systems, including adherence to sound scientific principles and good documentation practices.

CPI, as a GXP organisation, have developed a Pharmaceutical Quality System, which incorporates a DI Governance System – a series of arrangements to ensure that data, irrespective of the format in which they are generated, are recorded, processed, retained and used to ensure the record throughout the data lifecycle.

To comply with the principles of DI, it is required that clearly defined procedures are adhered to when performing operations across the site. All staff are actively encouraged/supported in the reporting of errors, omissions and undesirable results.

Direct reports: No direct reports

Person specification

Education / Qualifications:

Essential:	Desirable:
Educated to 5 GCSEs (or equivalent), including English and Maths	Educated to CIPD Level 3 (or Higher).

Competencies and behaviours	
Leadership (Core)	Decision Making (Core)
- Respects and values our diverse people and the differing talents, skills and backgrounds that they bring to projects and day-to-day work. - Has a positive influence on those they are in contact with. - Gains the respect and confidence of colleagues and supports them in achieving their goals and targets.	- Within area of expertise recognises, identifies and defines problems. - Generates and evaluates alternatives, draws conclusion and analyses risk. - Takes timely and correct action using established methods to ensure effective solutions are implemented by working as a team and with and focused outcomes to be delivered.

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Aligns their behaviours and actions to our PRIDE values, vision and goals.	
Communication (Core)	Developing self and others (Core)
- Communicates in a clear and concise manner, covering all relevant points in a timely manner. - Uses the appropriate route and format to communicate. - Confirms understanding of others communication. - Asks questions to understand other people's viewpoints, keeping an open mind and embracing new ideas.	- Knows own career aspirations and clearly communicates them to relevant colleagues whilst actively working to achieve goals. - Sets personal development goals and deploys strengths to achieve them. - Takes responsibility for one's own performance and actions, and invites and incorporates feedback from a variety of sources. - Regularly reflects on own capabilities to identify development priorities.
Collaboration (Core)	Delivery (Core)
- Establishes effective working relationships with other colleagues. - Builds and maintains a network of internal and external contacts. - Actively seeks, values and incorporates different views and ideas to broaden their prospective, embracing differing perspectives and unconventional ideas.	- Plans, prioritises and leads own area of work to deliver specified and agreed outcomes (time and standard). - Accurately scopes out length and difficulty of tasks, and repeatedly estimates correct amount of time needed for tasks. - Refers to lessons learnt from other projects/ tasks with related scope. - Acts with minimal supervision or direction by being purposely empowered to make decisions when needed. - Pays attention to detail and delivers accurate and high quality outputs.

Knowledge and Experience:

Essential:	Desirable:
Experience of working in a busy office environment and managing a high volume and varied workload.	Experience of working in a HR/L&D/Recruitment function.

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Experience of using Microsoft Office systems in a business setting.

Experience of business systems to process information accurately and efficiently.

Experience of coordinating events, appointments and meetings.

Experience of managing a high-volume and varied workload, prioritising competing demands and meeting deadlines while maintaining high standards of customer service and attention to detail.

Signature of Job Holder	
Printed name Signature Date	