

PURPLE

LONDON NEW YORK LOS ANGELES

Company Background:

Purple are the leading global Lifestyle communications agency, combining our expertise with a range of services that are unique within the market. Creative, connected and driven, we align business ambition and cultural energy for commercial success. We are independent in philosophy, attitude and operation. We represent brands globally whilst providing business strategies individually tailored to each client. We are seeking a Talent Acquisition Coordinator to join our London team.

Role and Responsibilities

- Support with the management of internal and external talent pools in key functions.
- Establish relationships with school and universities to promote and recruit for our Intern programme.
- Deliver and share recruitment policy knowledge with hiring managers, define job descriptions and recruitment documents and ensure compliance with personnel budget processes by capturing agency spend.
- Source and headhunt external talent directly using designated recruitment websites/ social media forums and build external and internal networks to find luxury or qualified candidates.
- Create simplified processes and finding cost efficiencies – reducing the need for agencies where possible.
- Ensure candidates are selected and appointed with skills, competencies and behavioral strengths appropriate to the needs of the business and specific role.
- Manage the recruitment areas of the website, and post positions to appropriate internet sources.
- Advise hiring managers using competencies, data collection and interview analysis from interviews and assessments making the right recruitment decisions for the business.
- Provide coaching and advice to line managers on recruitment and selection processes and interview skills etc.
- Manage all internal and external contractual offers online through HRIS.
- Implements new and maintains existing recruitment policies, ensuring they adhere to legislation and company policy.
- Build strong relationships with hiring managers in order to understand current and future talent needs.
- Coaches and successfully influences hiring managers in decision making, to ensure appropriate recruitment decisions are made.
- Promotes the group employee referral scheme in the UK to corporate and retail functions.
- Negotiating terms and conditions of employment with staff
- Providing advice and playing a major role in work reviews and change processes
- Updating and maintaining the HR Information System data
- Write and present information briefings on a range of HR related topics

- Advising on staff development, talent pipelining and building internal competency frameworks
- Contributing to the continuous improvement of HR systems and practices
- Consulting on issues related to workplace relations and performance management
- Providing advice and assistance on policies, procedures, legislation, and enterprise agreements
- Managing ER across the UK office
- Partnering the Med level management team in all HR related issues
- Supporting the Head of HR to build and execute a Global People Strategy

Location: London, W1

Hours: 37.5 hours per week

To Apply:

Please send your CV and a supporting cover note explaining why you are suitable and interested in this opportunity to careers@purplepr.com. Applicants must be eligible to live and work in the UK.