

RECRUITMENT MANAGER

We are currently seeking a Recruitment Manager to join the HR team at Corinthia Hotel London.

Scope and Purpose

The Recruitment Manager will be responsible for all entry, supervisor and HOD level recruitment across the hotel, and for managing the day-to-day duties of a busy in-house recruitment function. You will ensure that adverts are placed on relevant job boards for vacant roles, all candidate interviews are organised promptly and efficiently, and to provide feedback to all applicants and stakeholders.

Reporting to the HR Director, you will provide confidential support in all recruitment processes and procedures and any other *ad hoc* activities to ensure an effective and efficient recruitment operation. Alongside a Recruitment Officer who reports into this role, you will also oversee the on-boarding for all new starters, including creating and sending contracts and starter packs and ensuring that all required information is gathered prior to a successful candidate's start date. You will also oversee the recruitment for our internship, apprenticeship and graduate management trainee programmes, working with HODs and Executives to source and select the best talent from Europe's finest hotel schools.

Your previous recruitment experience will allow you to devise and implement creative and innovative campaigns to attract suitable candidates and you will contribute to overall hotel strategy set alongside the HR management team.

Entry Requirements

We are seeking candidates with previous management experience in a busy recruitment function, either in-house or in an established agency, preferably within the hospitality industry. You will also have worked in an environment demonstrating exceptional guest care and understand what it takes to be the best. If you are a team player, with a desire to excel, and have outstanding interpersonal and communication skills please do apply.

Other skills that will need to be demonstrated include:

- Previous experience in a recruitment management role, preferably with experience in luxury hotels / high end hospitality
- Working knowledge of online job boards and application and interview processes
- Demonstrable track-record in screening, selecting and interviewing candidates across a variety of role and functions
- Previous experience of sourcing apprentices highly beneficial
- Creative flair to devise and implement varied recruitment campaigns
- Ability to work alongside managers and senior executives, providing honest feedback and supporting departmental recruitment needs
- Fluent in written and spoken English with experience in writing adverts, people specs and job descriptions
- Exceptional people care skills
- Empathy for your candidates and colleagues
- Ability to work under pressure

- Pride and attention to detail in your work
- The finest personal presentation
- Distinctive, professional and warm personality
- Confidence & professionalism in dealing with candidates

Benefits include:

- Competitive salary
- 28 paid holidays per annum (inc. bank/public holidays)
- Complimentary dry cleaning of business attire
- Complimentary meals on duty
- Discounted Salon, Spa, Food and Beverage and accommodation rates in London and across the Corinthia Hotels International portfolio
- Online benefits platform with extensive discounts on dining, retail etc.
- Professional learning and development programs
- Extensive recognition programs and length of service awards
- Stakeholder pension entitlement
- Season ticket loan
- Childcare voucher scheme

About Corinthia:

Corinthia Hotel London combines contemporary flair with traditional grandeur. Situated in the cultural heart of the capital, the hotel features 283 beautifully appointed bedrooms, including 7 penthouses and 44 suites, with 24-hour flexible check-in/check-out, elegant lounges, restaurants and bars, including Michelin starred chef Tom Kerridge's first London restaurant, *Kerridge's Bar & Grill*, and the largest, most breath-taking spa in London.

A career with Corinthia Hotels provides you with a wealth of exposure and experience in genuine hospitality. We believe in delivering a quality service through the execution of high standards as well as the individual contribution of every team member.

We take pride in living our service promise – the Craftsmanship of Care – and we shall make sure that you are provided with a repertoire of skills that will transform you into an expert in luxury hospitality. We believe in the personal and professional development of our team members and it is part of our mission to promote committed and promising individuals to future leadership positions within Corinthia Hotels.

Eligibility

In line with the requirements of the Asylum & Immigration Act 1996, all applicants must be eligible to live and work in the UK. Documented evidence of eligibility will be required from candidates as part of the recruitment process.