

## **Talent Acquisition Administrator**

At Glan Agua, we have the capacity and experience to provide complex project solutions for the water and wastewater industry and design, construction, operation, and maintenance of water and wastewater infrastructure. Glan Agua strives to offer complete solutions to clients by utilizing the best available technology and the most modern equipment combined with innovative engineering solutions that are tailored to what they need. We always adopt the most up-to-date specifications and operate all our infrastructure to the highest safety, quality, and environmental standards.

### **Overall, Purpose of the Role:**

Reporting to the Talent Acquisition Manager, you will be responsible for assisting the talent and HR team in facilitating recruitment activities across all Glan Agua Irish and UK-based business entities.

This is an excellent opportunity for someone interested in Talent Acquisition or Recruitment, as you will gain experience supporting a busy Talent and HR department.

### **Main Duties & Responsibilities:**

- Supporting the talent acquisition team with recruitment processes including, but not limited to, screen calling applicants to ensure their suitability for the role, finding out their availability to interview, and scheduling interviews.
- Working with recruitment agencies in scheduling interviews.
- Acting as a point of contact for candidates interviewing with Glan Agua.
- Taking outbound and taking inbound telephone calls with applicants who are going through the recruitment journey.
- Update relevant TA reports on the status of candidates and new hires.
- Support HR projects and assist other TA and HR team members as and when required.
- Manage and organize the shared recruitment mailbox.
- Involvement in various HR projects/processes/ad-hoc duties when required, as part of the wider HR team.

### **Qualifications / Experiences/ Skills:**

- Bachelor's degree in Business, human resources, or in a similar field.
- 1 year of experience in the administration would be helpful.
- Recruitment experience is beneficial but not essential.
- Ability to multi-task and efficiently manage time, prioritizing tasks of importance
- Strong administrative and coordination skills.
- Excellent communication skills.
- Proficiency in Microsoft Office.
- On-site role, based in Loughrea.

### **What we offer you:**

- Monday to Friday 08.30 am to 17.00 pm 39-hour working week, finishing early on Friday's 08.30 am to 16.00 pm.
- Full annual leave days plus 10 bank holidays.
- Christmas and summer social events.
- Free parking.

- Central location in Loughrea.
- Education Assistance.
- Opportunity to develop & progress.
- Opportunity to join an ambitious and growing company.

**If you are interested, we would love to hear from you.**

How to Apply:

To apply for a position please send your CV to [hr@glanagua.ie](mailto:hr@glanagua.ie).