

HR & Recruitment Coordinator

Unit 7, Loughway Business Park, Warrenpoint Road,
recruitment@mcguinnessmechanical.ie
Phone : 028 3083 9111
Web : <https://mcguinnessmechanical.ie/>



Job Summary

Vacancy :

Deadline : Oct 31, 2024

Published : Apr 25, 2025

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Job Purpose:

MGME is recruiting for an organised and proactive HR & Recruitment Coordinator to support the delivery of a high-quality recruitment experience while assisting with day-to-day HR operations. This is a varied role that would suit someone with strong communication skills and previous experience in recruitment.

In this role, you will be responsible for coordinating the full recruitment cycle, providing administrative support across key HR areas, and helping to ensure smooth processes and a positive employee experience.

Duties and Responsibilities:

- Manage the full recruitment lifecycle, from posting job vacancies on job boards to scheduling interviews and liaising with candidates.
- Assist in screening CVs and conducting initial candidate assessments, ensuring that applicants meet the required qualifications and experience.
- Prepare and issue offer letters and employment contracts, acting as the main point of contact for all candidate queries throughout the hiring process.
- Maintain a candidate database and ensure it is up to date with relevant information for future recruitment needs.
- Ensure that all candidates meet legal requirements, including right-to-work checks and necessary compliance documentation.
- Maintain accurate records and files for recruitment, ensuring all processes are in line with data protection regulations.
- Assist with the preparation of onboarding materials for new hires.
- Coordinate the new hire's first day, ensuring all logistics (e.g., desk setup, IT access) are in place.
- Conduct the initial induction and ensure new employees are familiar with key HR processes and company culture.
- Provide general administrative support to the HR team, including maintaining employee records, updating HR systems, and assisting with performance management processes.
- Handle employee inquiries related to HR policies, benefits, and procedures.
- Coordinate training and development schedules and support HR initiatives that promote employee engagement and well-being.
- Assist in preparing recruitment reports, tracking key recruitment metrics (e.g., time-to-hire, cost-per-hire), and providing data-driven insights.
- Assist with audits and reporting on compliance matters as needed.

• **Any other duties as requested or required by the Senior Management Team.**

Person Specification:

- At least 3 years of experience in an HR or recruitment coordination role, ideally within a fast-paced environment.
- Strong attention to detail, with the ability to manage multiple priorities and deadlines in a dynamic environment.
- Excellent verbal and written communication skills, with the ability to interact with candidates, hiring managers, and employees at all levels.
- Familiarity with HRIS systems and recruitment tools (e.g., applicant tracking systems, job boards, LinkedIn).
- Understanding of UK and ROI employment law and right-to-work requirements, with the ability to ensure compliance throughout the recruitment process.
- Ability to work effectively as part of a team and collaborate with colleagues across HR and other departments.
- A self-starter with the ability to anticipate the needs of the team and contribute to HR projects.

Desirable Criteria:

- Previous experience in HR or recruitment within the construction or manufacturing industry would be beneficial.
- Working towards or holding a CIPD qualification would be advantageous but is not essential.
- Comfortable with various HR and recruitment technologies, as well as the full Microsoft Office Suite.

Employee Benefits:

- Competitive salary
- Company pension
- 28 + days annual leave
- Early finish on Fridays
- Active social and charity calendar

This opportunity is permanent contract. It is an excellent opportunity for a candidate who wants to gain experience with a progressive and dynamic company to further their career.

This role will be based at our Newry Head Office Monday to Friday.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
