

**Job Title** Recruitment Centre Placement

**Reporting to** Recruitment Center Manager

**Purpose** To provide a friendly and efficient reception service in the Recruitment Center and to support the recruitment activities. To reflect the best image of Inditex.

<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• To welcome candidates and manage their application forms.</li><li>• To coordinate interviews with candidates.</li><li>• To manage room bookings for interviews and group activities.</li><li>• To maintain an accurate and up-to-date candidate database.</li><li>• To answer the phone in a polite manner, to direct calls and manage messages.</li><li>• To support the activities of the Recruitment Centre.</li><li>• To manage a large amount of candidates and maintain a proficiency waiting area at all the times.</li><li>• To ensure that all candidates entering the Recruitment Centre are dealt with in a orderly manner and in a strict rotation according to their entry time.</li></ul>
<b>Experience and Qualifications</b>	<ul style="list-style-type: none"><li>• Previous experience in a similar role is desirable.</li></ul>
<b>Skills and Attitudes</b>	<ul style="list-style-type: none"><li>• Good knowledge of Microsoft Office (Word, Excel and Power Point are essential)</li><li>• Strong communication (verbal and written) and interpersonal skills</li><li>• Fluent in English is essential.</li><li>• High level of attention to detail.</li><li>• Initiative to identify problems and opportunities to be proactive.</li><li>• Strong organisational and time management skills.</li><li>• Ability to multitask.</li><li>• Quick learner, able to work in a fast paced environment.</li><li>• Flexibility and problem solving attitude.</li></ul>

This job description is designed to help you to understand your role better and to improve the effectiveness of our recruitment process. It is not an exhaustive list of all the things that you may be required to do and maybe required to take on additional tasks.