

Job title: Talent Coordinator
Line manager: Onboarding Manager
Grade (if applicable): 4
Direct reports:

Role purpose:

The Onboarding Coordinator is responsible for managing and delivering a smooth, engaging onboarding experience for new hires. This role ensures all onboarding processes are organised, efficient, and aligned with company standards.

Key results:

- Coordinate and manage end-to-end onboarding processes for new employees to handover of successful candidates to the People Team.
- Proactively manage and enhance the candidate's experience at all stages of the process.
- Complete the onboarding process: -including but not limited to, references, right to work checks and DBS checks. Follow up with candidates as appropriate to ensure resolution of missing/incomplete employee data.
- Provide regular updates to stakeholders and Talent Specialists on the onboarding progress.
- Prepare and manage all onboarding documents, contracts and checklists.
- Ensure all compliance and regulatory requirements are met.
- Track onboarding process using internal systems and dashboards.
- Manage the onboarding inbox on a rota basis.
- Liaise with internal teams (People Operations, Talent Specialists) ensuring a smooth end to end onboarding process.
- Identify and implement changes to improve the onboarding process.
- Raise PO's and ensure all invoices are received, collated, logged and sent to Finance within appropriate timeframe.

About you:

- Able to work collaboratively with all parts of the business, knowing when to support, and when to push back and hold the line.
- Good understanding and experience of key legal requirements relating to legislation particularly with regards to discrimination and immigration regulations, DBS processes and Right to Work checks.
- Be a truly collaborative team player who thrives on working in a busy and fast-paced environment.
- With highly tuned administration skills, you'll be used to independently managing high volumes of information and data, coordinating a range of activities, and putting into place the systems and processes to ensure the smooth day-to-day running of the team.
- Experience of compliance checks including DBS, References and Right to work.

Version Date:		Signed off by:	
----------------------	--	-----------------------	--

- Superbly organised with the flexibility to manage shifting priorities in a deadline driven and often reactive environment (and remain calm and focused under pressure!).
- Be a confident communicator – with the ability to liaise brilliantly with candidates, suppliers and managers and present a positive, professional and effective front of house service.

Version Date:		Signed off by:	
----------------------	--	-----------------------	--