



Creating great homes together

Role Profile

Position

People Resourcing Administrator

Reporting to

Talent Acquisition Lead.

What you can expect

We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.

- A fast paced, adaptable and collaborative environment.
- The ability to support Magna's future direction.
- Development of your skills and knowledge within a supportive team.
- Opportunities to help deliver valued differences to colleagues.
- An agile and flexible working environment.
- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

What you are known for

- Remaining calm and mindful whilst prioritising tasks.
- Excellent attention to detail.
- The ability to multitask.
- Strong organisational skills.
- Being a positive point of contact for Magna's resourcing needs.
- Effectively demonstrating and promoting Magna behaviours.
- Providing excellent customer service skills.

What you take care of

- Owning the administration of all resourcing processes with both internal and external customers.
- Creating, inputting and maintaining data in the people and resourcing systems.
- Help to develop links with the external customers outside of Magna through work experience, recruitment or career fairs with colleagues from within the people team.
- Supporting the resourcing Business partner with resourcing and process advise.
- Ensuring your work is compliant with Magna policies and procedures, along with statutory and legislative guidelines.

What you need to be successful

- Effective administrative and organisational skills.
- Experience of working within a People team or using confidential information.
- Ability to use Microsoft office packages including email and teams.
- An ability to see how things can be done differently.
- Enjoy working in a fast-paced environment.
- Put our internal and external customers at the heart of all you do.
- Enjoy working as one team.

Qualifications required

Applicants with transferable skills are encouraged to apply.

- Relevant work experience is necessary to carry out the duties of this role; Formal qualifications are not required.

Approved: V1/0225031