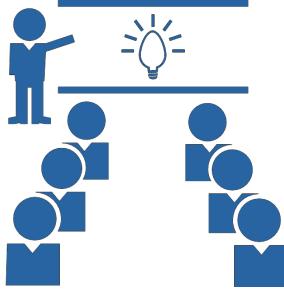


## The Company

Playfair Consultancy Group is a registered consultancy based in St Andrews, Scotland. The business seeks to both provide high-quality advisory services to local organisations as well as facilitate the personal and professional development of its members. We recruit talented students across a wide array of academic backgrounds and levels of study, which provides us with the breadth of knowledge necessary to achieve our objectives. The Operations Division collectively ensures the sustainability of the company while the Consulting Division delivers our core services to clients. Our project cycles last ten weeks and run from January - April and September - November each year.



We offer students the opportunity to differentiate themselves and make an impact on their local business community. All members enter a comprehensive accredited 8-week training programme, gain exposure to real business scenarios and functions, and have access to a supportive learning environment. Such active involvement in professional work creates extraordinary value for both clients and students. Many of our alumni have used their experience to help them secure jobs at some of the world's leading firms. Find out more on our website.

## Your Experience

## About the Position

HR Coordinators design and organise a structured and comprehensive 8-week training programme as well as govern the recruitment process. They are an integral part of the Operations Team and continue to ensure that the business hires motivated members and offers them a rewarding experience in return. Training sessions should benefit the entire cohort and satisfy the requirements set by our partners from whom we gather invaluable resources and expertise. These professional bodies accredit our training and raise its profile. Sessions are typically run in-house, but may also call upon industry experts. In addition, recruitment procedure should be managed according to a formulated plan that is congruous with the changing requirements of the business. The HR division uses applicant tracking software (ATS) to boost the efficiency of this process.

## Responsibilities

- Manage the recruitment process from end to end; internal audit, vacancy creation, marketing, assessment methods and induction.
- Devise and implement training schemes for both returning and new members.
- Maintain & establish knowledge/resource sharing with partners.
- Assess the need for additional or less human resource within the business; fill unforeseen vacancies in a consistent and appropriate manner.
- Use our ATS system and automated subscription service to manage recruitment tasks and job alerts.
- Be in close communication with other departments and support projects undertaken by the Ops Team.



## Person Specifications

- Be a student at the University of St Andrews. All degrees, ages and experience levels can apply.
- Have a good command of the English language as well as strong oral and written skills.
- Be tactful, diplomatic and at ease with people at all levels.
- Have excellent communication and interpersonal skills.
- Be self-starting and able to work well under strict time constraints.
- Be able to present clearly and effectively.
- Have the ability to develop strong internal and external working relationships.
- Be willing to advertise and use all available marketing channels.