



Internal Recruiter/HR admin 2-3 days a week

About us

Wallacespace provide rooms for workshops, meetings, training and events. Our spaces are bright, energising and inspiring.

At wallacespace, no two days are the same; our venues are unique in style and unique in the people that we employ. Delighting our clients with our can-do attitude and proactive service is what we do in our venues and everyone who works with us shares this objective; our whole being is client centric.

The Job

We are looking for a highly motivated, in house recruiter who can help boost our teams over the next 4 months.

Do you have an abundance of recruitment experience? Love the buzz of recruitment but don't want to work full time? Would you like to be able to focus on finding the right person for the right role?

Replace hard to hit targets with well earned and deserved company bonuses? Are you looking for flexibility in your role? Are you looking to work a few days a week, but with the flexibility of it being spread over the working week? This role also offers the flexibility of when you work from home or at one of the spaces? Can you commute to one of the spaces in London when necessary when the business needs? If so, then you could be who we are looking for.

You will work closely with the Head of Recruitment and L+D and Associate Directors as well as the other in house recruiters to get a greater understanding of the vacancy and what particular skills are required for each role. You will be responsible for the majority of the recruitment life cycle right from advertising the vacancy, pre screening and telephone interviewing candidates and getting them to second interview stage. You will use a number of mediums for advertising, so the successful person should be proficient in the web.

As an Internal Recruiter/Interviewer you will get to see wallacespace from all angles; this knowledge can be your greatest asset when matching the right person to one of our roles. This job is ideal for someone with a genuine love and drive to find the right people to be part of our team. We can offer a fast paced, dynamic place to work with a unique job to go with our unique staff and environment.

We are looking for someone who when recruiting knows what type of person *can do* the job and if they *will do* the job.

What we're looking for:



The person

- People lover
- Personable & presentable
- Strong communicator
- Positive – can-do and do-do attitude
- Friendly and approachable
- Ability & willingness to pitch in
- Common sense
- Ability to think around and solve a problem
- Great eye for detail
- Well organised
- Excellent work ethic
- Multi-tasker

The experience

- Recruitment or Resourcing experience essential
- Advertising vacancies, CV screening, interviewing candidates
- Proven ability to deal with people at all levels by phone/email and in person
- Excellent administration skills (including Internet, Microsoft Office – outlook, word and excel)
- Administration on new starters, movers and leavers throughout the business

Desirable but not essential – HR experience

- Deal with any queries via the telephone, in person and emails
- Communicate with internal departments i.e. payroll
- Supporting the HR and Management team with ad hoc HR duties
- Dealing with reference requests



- Administer and communicate HR policies and processes
- Administration on new starters, movers and leavers throughout the business
- Carry out right to work checks in line with legislation
- Carry out administration for the employee lifecycle (e.g. recruitment, probation, progression, resignation, contracts, variations etc) generating standard letters and documentation as required.
- Maintain HR databases

What we offer

- Free Lunch – who said there’s no such thing? At wallacespace our food is designed to help our clients stay focused + more productive, so we’d be missing a trick if we didn’t share it with our teams.
- Discretionary bonus scheme
- Life assurance
- Pension scheme
- Access to travel loans, childcare vouchers + the cycle to work scheme
- Excellent opportunities for progression and the advantage of working with great people in a unique environment.

In addition to some great day to day benefits you will also receive

- £27k-30k per annum (depending on experience)
- 28 days holiday (incl bank hols)

We welcome applicants from all backgrounds. However, in line with the Asylum & Immigration Act any candidate must be eligible to live & work in the UK.