**Talent and Resourcing Co-ordinator**

We are looking for a reliable, organised and confident Talent and Resourcing Coordinator to deliver an efficient, customer focused and professional administrative service across Learning and Development, Resourcing and Talent Management.

We are seeking an individual for a 12 months maternity cover to ensure the delivery of HR Service and information to Taylor Wimpey leaders, HR staff and Taylor Wimpey general staff.

The successful candidate will have the ability to build and maintain relationships at all levels, demonstrate complete confidentiality and attention to details.

You will provide administrative support to the Head of Talent, Resourcing and L&D as well as to respond to internal and external stakeholders, in a timely and professional manner.

**The Role:**

* Interaction and liaison with internal and external stakeholders in regards to projects, meetings and subjects of the Talent, L&D and Resourcing area.
* Keep the Talent management databases up to date and current at all times (succession plans/talent management/management development/talent programmes)
* To support the Performance Management Review process between HR and the business
* To provide Administrative support around various recruitment processes - scheduling and arranging interviews, communications for candidates and on boarding
* Full responsibility for Taylor Wimpey’s vacancy posting internally, externally and where relevant to third part job boards
* Providing administrative support for courses and ad hoc training
* To coordinate and support training programmes, Development initiatives and L&D operations.

**The Person:**

* A natural and engaging communication style, demonstrating a passion and excellence for customer service, developing relationships both internally and externally
* Reliable, organised and has exceptional presentation skills
* Familiar with MS Word, Excel, Outlook, PowerPoint
* Excellent numerical skills and good attention to detail
* Ability to prioritise, manage time effectively and work under pressure to tight deadlines.
* Ability to work independently and take initiative.

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

**Internal applicants – please advise your Line Manager if applying for this role.**