



We're looking for a proactive and organised **Recruitment and Onboarding Specialist** who brings energy, creativity, and structure to every stage of the recruitment and onboarding journey.

In this exciting role, you'll be part of our People team – helping us attract top talent and ensuring new hires feel supported, welcomed, and set up for success from day one. From coordinating interviews to delivering impactful inductions, you'll help shape the employee experience at every step. If you thrive in a fast-paced environment, love working with people, and can juggle multiple priorities with ease, we'd love for you to apply.

Reporting to the Recruitment Manager, you will be responsible for:

- **Job Posting:** Write and share engaging job adverts across job boards, social platforms, and internal channels.
- **Interview Coordination:** Schedule interviews, prepare interview packs, and manage candidate communications and feedback.
- **Applicant Tracking:** Maintain our ATS to ensure it's accurate, organised, and compliant with GDPR regulations.
- **Sourcing Support:** Assist with proactive candidate sourcing during peak periods using platforms such as LinkedIn and job boards.
- **Data & Reporting:** Collect and report on key recruitment KPIs and performance metrics to support continuous improvement.
- **Talent Development:** Support the coordination of regional succession planning and resourcing meetings.
- **Trainee Recruitment:** Lead trainee attraction campaigns in close collaboration with our Training Manager; attend and coordinate careers fairs to represent Stepnell.
- **Employer Branding:** Work with the Recruitment Manager and Marketing team to promote our employer brand.
- **References:** Manage all reference requests for successful candidates.

Onboarding

- **Day 1 Induction:** Plan and facilitate engaging induction sessions to ensure new hires feel confident and connected from day one.
- **Ongoing Engagement:** Conduct onboarding check-ins at key milestones (1 week, 1 month, 3 months, and 6 months) and share insights to improve the employee journey.
- **Handover to Line Managers:** Coordinate smooth transitions to line managers, track probation periods, and offer support where needed.

Who we are looking for:

Essential:

- Experience in recruitment, onboarding, or HR coordination – or experience within the construction industry.



COMPLETE CONSTRUCTION PARTNER

- A strong communicator and natural relationship-builder.
- Confident using ATS or CMS platforms, Microsoft Office, and digital collaboration tools.
- A keen eye for detail and respect for confidentiality.
- Enjoys working collaboratively across departments while also taking initiative and ownership of tasks.
- Process-minded and always looking for ways to improve systems and workflows.
- Passionate about creating positive candidate and employee experiences.

Desired:

- Experience supporting social media or employer branding campaigns.
- Experience with early careers or trainee recruitment initiatives.
- Previous experience in the construction industry.

Why Stepnell

At our core, we are committed to inspiring, nurturing, and investing in our people, ensuring that their careers are both fulfilling and rewarding. As proud holders of Investors in People Gold accreditation, we recognise that our employees are the driving force behind our success. We value everyone's contribution and curiosity rules within our teamship philosophy. We aim to empower our people to make a difference and drive positive change across our business and services.

To show our appreciation, we offer generous and competitive benefits including, an enhanced pension scheme with a Stepnell contribution of 7% to help secure your financial future, annual leave that increases with service and the flexibility to purchase more, a market leading employee referral scheme, and for eligible roles comprehensive health coverage, adjustable start and finish times and a car allowance or company car.

Join us in a collaborative and inclusive environment where your well-being is our priority, and your contributions are truly valued.

About Us

We are a family-run business with a history of more than 155 years, we are stable and reliable, making long-term decisions in the best interest of our people and customers. Our unique and growing capabilities span construction, property development, energy, joinery, and concrete repairs, enabling us to meet the diverse needs of our customers. With six regional offices in Nottingham, Rugby, Wantage, Bristol, Southampton, and Poole, across 3 business units, our geographical reach allows us to maintain high levels of repeat business, currently representing 75% of our turnover.