

HR Web Admin. Manager

Department: Information Technology

Reporting Structure: Reports to IT Director

Salary: £3,484/ £41,808

Location: Oldbury

Work hours: 9:00 - 17:00

Summary:

Proffer Solution Ltd is seeking a highly skilled and motivated HR Web Admin. Manager to join our dynamic team in the Staffing and Recruiting industry. This pivotal role will focus on enhancing our online human resources processes, content management, and digital presence. The ideal candidate will possess a strong background in human resources and web administration, coupled with exceptional analytical and technical skills. The HR Web Admin. Manager will be responsible for overseeing the maintenance and development of our HR website and digital tools, ensuring efficient user experience and seamless functionality. In addition to managing web content and design, you will collaborate closely with other departments to support recruitment and employee engagement initiatives through effective online platforms. This position entails not only technical web management but also requires a strategic mindset to drive innovation and improvement in our HR online services. Your ability to analyse data, identify areas for improvement, and implement actionable strategies will be essential as we strive to enhance our recruitment efforts and overall HR processes. If you are a forward-thinking professional with a passion for technology and human resources, we invite you to apply for this exciting opportunity to make a significant impact on our organizational success.

Responsibilities:

- Oversee the development and maintenance of the HR website, social media and digital platforms.
- Ensure all HR-related content on the web is accurate, up-to-date, and compliant with industry standards.
- Collaborate with recruitment teams to enhance candidate experience through digital tools.
- Implement and manage applicant tracking systems and other HR web applications.
- Analyse website performance metrics to identify areas for improvement and enhance user engagement.
- Create and manage online onboarding processes for new employees to streamline integration.
- Lead efforts in digital marketing and social media strategies to promote HR initiatives and employment opportunities.

Skills:

- Proven experience in HR or IT management, with specific focus on CRM systems and Agile practices.
- Strong understanding of the staffing and recruiting industry, with knowledge of best practices.
- Excellent communication skills, both verbal and written, with the ability to lead and influence others.
- Proficiency in data analysis and the use of analytics tools to inform decision-making processes.
- Experience in media management and digital marketing strategies, particularly within a recruitment context.
- A proactive and solution-oriented mindset, with the ability to adapt to changing business needs.

Qualifications:

- ✓ Bachelor's degree in Human Resources, Information Technology, or a related field.