



<https://www.swiis.com/job/swiis-healthcare-bookings-resource-administrator>

## Swiis Healthcare – Bookings/Resource Coordinator

**Hiring organization**

Swiis

### **Employment Type**

Full-time

### **Job Location**

26, 28 Packhorse Rd, SL9 7DA, Gerrards Cross, Greater London

### **Valid through**

28.07.2023

### **Base Salary**

£ 22,000 - £ 24,000

### **Working Hours**

Monday to Friday with office-based shift hours of 0700-1500 / 0800-1600 and 1200-2000 (rotated) and covering one weekend in six (from home once trained)

### **Duration of employment**

Permanent

### **Description**

Swiis Healthcare are currently recruiting exceptional Booking/Resource Administrator to work as an integral part of our Centralised Bookings Team, working from our service based in Gerrards Cross, Buckinghamshire.

- £22,000 with an increase to £24,000 per year on successful completion of probation period
- 25 days' annual leave + 8 Bank Holidays
- Excellent Private Health Care options available after qualifying period
- Pension Scheme
- Childcare vouchers
- Eye care vouchers

The ideal candidate will have previous experience of dealing with the end to end recruitment lifecycle around candidate attraction, vacancy management through to successfully placing candidates with our NHS clients. Also responsible for making and dealing with temporary staff booking requests and must possess an excellent telephone manner as well as have the capability to use initiative and work under pressure.

Monday to Friday with office-based shift hours of 0700-1500 / 0800-1600 and 1200-2000 (rotated) and covering one weekend in six (from home once trained)

## **About Swiis Healthcare**

Swiis Healthcare is a provider of quality services throughout the health care sectors, supplying a range of high-quality flexible staffing solutions to such organisations as the NHS, private hospitals, the not-for-profit sector and mental health services. We have celebrated over 30 years of supporting both NHS and Private hospitals, making us one of the largest healthcare recruitment organisations in the UK.

Swiis is an equal opportunities employer.

## **Key Duties**

- Responding to emergencies by telephone.
- Recruitment and resourcing of new candidates ( assessing/screening and interviewing )
- Shift scheduling and bookings management.
- Ensuring compliance of temporary workers.
- General administration.
- Representing Swiis professionally to clients and temporary workers at all times.

## **Essential requirements**

- You must have experience of working in an administrative role within a busy office environment.
- Experience of staffing coordination/booking management is particularly desirable.
- Excellent communication skills.
- Ability to prioritise workload.
- Excellent IT and word processing skills.
- Some knowledge of the health and social care sector.

## **Job Benefits**

- £22,000 with an increase to £24,000 on successful completion of probation
- 25 days' annual leave + 8 Bank Holidays
- Excellent Private Health Care options available after qualifying period
- Pension Scheme
- Childcare vouchers
- Eye care vouchers