

Longacres Garden Centres **Bagshot**

# HR Coordinator

Job Advert



Longacres Garden Centre is family-run and the business has grown to include six stores in the South East of England. From a few employees in 1979 to over 700 employees in 2025, Longacres is a growing company with opportunities for staff to develop and learn. Our diverse team is friendly, supportive and inclusive. We value our loyal customers, high quality products and ability to offer competitive prices.

We are looking for a proactive and detail-oriented Recruitment & HR Coordinator to join our team. This dual-role position will be responsible for managing the end-to-end recruitment process while also providing essential HR administrative support. You will play a key role in ensuring a smooth hiring process, maintaining accurate employee records, and supporting HR initiatives.

**Key Responsibilities include but not limited to:**

**Recruitment Duties:**

- Manage the full recruitment lifecycle, from job posting to onboarding.
- Source, screen, and interview candidates, ensuring alignment with role requirements.
- Coordinate interview schedules and liaise with hiring managers.
- Maintain recruitment databases and applicant tracking systems.
- Draft and post job advertisements on various platforms.
- Conduct company induction for new starters

**HR Administration Duties:**

- Maintain and update employee records, ensuring accuracy and compliance.
- Support HR processes such as onboarding, probation reviews, and exit procedures.
- Assist with employee engagement initiatives and HR projects.

**Skills & Experience Required:**

- Previous experience in recruitment and HR administration.
- Strong organisational skills and attention to detail.
- Excellent communication and interpersonal abilities.
- Ability to handle confidential information with discretion.
- Knowledge of employment law and HR best practices (desirable).

**What We Offer:**

- Free onsite parking
- 15% Staff discount
- Training and development with opportunities to forge a career with us
- Pension plan
- Garden Gains – Recognition and Benefits platform

**Store:** Bagshot

**Department:** HR

**Contract:** Full time (Monday to Friday)

**Hours:** 37.5 Hours per week

If you are interested in applying for this position then please email your CV with a covering letter to [recruitmentadvisor@longacres.co.uk](mailto:recruitmentadvisor@longacres.co.uk)