

SUPERDRY®

FUTURE · CRAFT · CULTURE

RESOURCING CO-ORDINATOR

WHO WE ARE

Superdry is a British, founder-led brand with a truly global presence. We've been proudly creating world-class product for two decades, offering genuine choice to our customers with our curated collections.

Our mission is to be the No. 1 premium sustainable style destination, delivering product that is authentic with unmatched quality and true integrity, much like our people.

We are on an ambitious journey to serve our diverse community through a premium brand that's focused on the future, prioritises sustainability, leads with craft, and celebrates culture. We need talented people to join us on the adventure, is this you?

THE ROLE

The Resourcing Team is the heart of bringing extraordinary talent to Superdry. As a Resourcing Coordinator, you'll play a vital part in this exciting process, supporting the recruitment team with a diverse range of tasks. From handling administrative duties with precision, working with hiring managers on entry level positions, sourcing candidates through to contributing to recruitment projects, you'll be at the forefront of bringing top talent to Superdry.

We're looking for a highly organised and detail-oriented individual who can support in delivering multiple projects. If you thrive in a fast-paced environment and love being part of a collaborative team, we want to hear from you.

YOU WILL

- Manage the recruitment administration across head office and retail, for both UK and international.
- Update and maintain vacancies on our Applicant Tracking System (ATS).
- Create various reports from the ATS for the Recruitment Manager and wider People team.
- Advertise vacancies on internal and external job boards inc. social media channels.
- Schedule and organise interviews, assessment centres, diary invites, sending out all confirmation emails.
- Conduct candidate pre-screens and support with all aspects of candidate management
- Use external candidate databases to support the recruitment team in candidate attraction
- Actively create talent pipelines using tools such as LinkedIn Recruiter
- Take lead in the recruitment process for all entry level roles.
- Provide guidance and advice to hiring managers as and when needed
- Support in the delivery of recruitment training across both retail and head office.
- Ensure hiring managers are equipped with the relevant documentation for their hiring process
- Manage the recruitment administration for new starters, ensuring all correspondence is dealt with

SUPERDRY®

FUTURE · CRAFT · CULTURE

efficiently.

- Manage administration for our contractor and temp process (IR35)
- Support in peak recruitment projects as and when needed.
- Work with our People Operations team to ensure offer paperwork generated, checked, and sent out.
- Take administrative responsibility for; raising PO's and invoices, Data Protection Request, inbox management, recruitment tracker updates etc.
- Be a point of contact regarding all ATS queries and issues.
- Quality check retail vacancies posted onto our careers site by our Store Managers.
- Contribute to project work, adding value to how we do recruitment at Superdry

YOU ARE

- An experienced HR/Recruitment administrator, who has worked in a in a fast-paced environment.
- Knowledgeable in recruitment or HR practices
- Proficient in Microsoft Office including Word, Power Point, Excel and Outlook.
- Able to manage high volumes of work, whilst juggling multiple requirements at any one time.
- Highly organised and able to work to tight deadlines.
- Exceptionally attentive to detail
- Adaptable team player who is willing to get involved in anything and everything relating to recruitment.
- Highly motivated, driven and enthusiastic.
- An excellent communicator with an articulate, professional, and engaging manner.

WORKING FOR SUPERDRY HAS NEVER BEEN SO REWARDING...

- 25 days annual leave, plus bank holidays, and an additional day off to celebrate your Birthday. We also offer a holiday buying scheme.
- Family is massively important to us, so we have a broad range of family-friendly working policies in place, including enhanced maternity, paternity, and adoption leave.
- Company Pension scheme.
- All employees are covered by our Life Assurance policy whilst working at Superdry. We feel it's important to offer protection for your family and loved ones in such a situation and to support this we offer life assurance cover which pays a lump sum equivalent either twice or four times your annual salary.
- A big staff discount – naturally. Because we know that you love to wear Superdry, you'll benefit from a 50% discount in store and online and our Head Office is home to our very own store for staff only where you can treat yourself to heavily discounted sample stock.
- A health cash plan is open to all employees.
- Private Medical cover - a taxable benefit, which managers are eligible to opt in to.
- Flexible working - to help you achieve that all-important work-life balance.
- We want you to share in our success and so we have a choice of Share Save schemes you can opt into.
- A global employee assistance plan in place that you can access anytime you want - it's free and confidential.
- You'll also have access to a Cycle To Work Scheme and an excellent Car contract hire/purchase scheme along with a massive range of local discounts with businesses across Gloucestershire.



FUTURE · CRAFT · CULTURE

At Superdry, everyone has a voice and we want to hear it. We create environments where individuality can flourish and is celebrated as part of who we are as a brand. We're incredibly proud that over 90% of our people feel strongly that they can be themselves at work.

We want to meet people with varied backgrounds because we understand that diversity of thought encourages new ideas to thrive, fuelling creativity and enabling us to do better work. We want to build a team which represents a variety of backgrounds, styles, perspectives, and skills; we hire people based on their merit and potential.

We also welcome conversations about flexible working for all roles at Superdry and will always accommodate it where possible.