

Job Description

Position Description	
Job Title	Recruiter
Department	Human Resources
Reporting to:	Human Resources Manager
Location	London
Hours	35.5
Scope of Role	The successful candidate will partner with, guide and support managers on recruitment matters; from sourcing through to appointment; ensuring that best practice is followed, and the process is both time and cost efficient



Key Responsibilities
<ul style="list-style-type: none"> • Provide a staff recruitment strategy to meet the company's business needs whilst aligning to the overall HR strategy • Understand the candidate marketplace whilst continuing to innovate and develop a range of strategies to attract the highest quality of candidates • Provide cost efficient and effective service to attract, select and appoint in line with internal customer service expectations • Utilize the best strategies to attract a talent pool to meet with future business needs and help support driving down current recruitment costs • Monitor the company's vacancies on a regular basis to highlight where a number of the same roles are vacant across the business and agree appropriate action to ensure consistency • Creation of new and updating current job descriptions to help attract the right talent. • Utilizing current job boards, platforms and other recruitment tools to ensure that high caliber candidates are received

- Sourcing, scheduling and conducting interviews along with recruiting managers
- Assisting with inductions for all new employees
- Visiting sites across London following up on new and old employees to ensure they have settled into their role
- Completing exit interviews
- Working closely with and building strong relationships with managers across the business to develop deep understanding of their business areas and staff roles
- Managing site to site movement of employees with managers
- Maintain and collate recruitment tracking data for statistical analysis on all hires, the successfulness of recruitment activity and on boarding effectiveness
- Handling applications and responses; provide feedback to management and candidates on interviews and other aspects of recruitment process in a professional and timely manner
- Attending career fairs and any relevant recruitment and engagement events
- Any other associated tasks to meet with the needs of the role

Person Specification

	Essential	Desirable
Qualification	5 GCSEs at grade C or above	Relevant business-related degree or HR qualification
Experience & Knowledge	Min. 2-3 years recruitment experience with experience of managing multiple recruitment campaigns	
Abilities & Skills	Excellent communication skills both verbal and written and ability to deal with clients & internal staff	
	Strong organizational skills with the ability to manage and carry multiple recruitment exercises and other tasks	
	Positive influencer with the ability to interact with people of a variety of seniority, cultures and business disciplines.	
	Good computer software skills required (particularly, Microsoft Excel & Outlook)	

	Can deliver high quality work with excellent attention to detail	
	To be flexible and work as part of a team	
	Able to work under pressure and meet short deadlines	
	Must be very 'hands on' with can do attitude	