

Talent Specialist

Our client is looking for a Talent specialist to join their rapidly growing business. This is an exciting new role, where you will be working closely with key stakeholders and hiring managers. You will be reporting into the Group Finance Director and will be responsible for providing a full in-house recruitment service.

You will source, screen, and acquire high-performing talent with the ultimate aim of moving our client from a reactive to proactive approach to acquiring top talent. In this role, it is important you partner with the business closely at a variety of levels to understand and map future needs, competencies and then identify that talent internally and externally in the best way possible.

Critical to your success will be your ability to communicate effectively with people at all levels of seniority. Your responsibilities will include, but not limited to:

- Designing and implementing a recruitment strategy in line with the company's growth and strategy plans
- Developing and updating job descriptions and job specifications
- Serving as the first point of contact for candidates and recruitment partners
- Organising and running assessment centres/ interviews for shortlisted candidates
- Working on multiple roles at any one point in time
- Successfully managing the candidate process including pre-screening, telephone and face to face interviewing, progress updates, rejections and offer processes
- Pro-actively talent pool candidates
- Communicating effectively with candidates, hiring managers, interviewers, and other stakeholders
- Oversee all postings for open positions on appropriate posting boards, colleges and any other suitable platforms.
- Monitor and apply HR recruiting best practices
- Provide analytical and well documented recruiting reports to directors and managers
- Promote the company as "best place to work"
- Occasional travel within Europe to support recruitment requirements

About you

- Previous experience as an in-house or agency recruiter (having experience of both would be highly advantageous).
- Experience of pro-actively recruiting difficult to fill roles
- Up to date with employment law and best recruitment practice
- Highly effective communicator at all levels
- High attention to detail
- Working knowledge of MS Office
- Proficient in writing engaging job adverts
- Excellent organisation and prioritisation skills
- Ability to conduct different types of interviews (structured, competency based etc)
- Previous experience of organising and running assessment centres

Our benefits package includes:

- Remuneration up to £35,000
- Free parking on site
- Pension
- 25 days holiday (rising to 30 days with service)
- Birthday holiday
- Health Cashback Scheme
- Manufacturer discounts up to 25% with some brands
- Company BBQs
- 2 Corporate Social Responsibility days per annum
- Fruit is regularly delivered to the office