

Job title:	<b>Internal Recruiter</b>
Reporting to:	<b>Talent Acquisition Business Partner</b>
Salary:	<b>Competitive</b>
Job location:	<b>Flexible (South East England)</b>

Principle Responsibilities	Working across the SWARCO Group of companies in the UK & Ireland, the internal recruiter will ensure an engaging and fantastic candidate journey no matter what the outcome of the recruitment process. From Job Board administration and posting adverts, through sourcing potential candidates and keeping our Applicant Tracking System up to date with accurate information all the way through to arranging telephone, video and face to face interviews. The role will require other ad hoc duties as required to keep our small but highly productive HR department functioning at a high level and adding value across the Group in the UK & Ireland.
Key Tasks	<ul style="list-style-type: none"> <li>• Assist with day-to-day operations of talent acquisition in the UK and Ireland</li> <li>• Job Board administration including the SWARCO Website and Social Media channels</li> <li>• Keeping up to date and ensuring the accuracy of SWARCO's Application Tracking System (ATS), Careers Inbox and other relevant databases and systems</li> <li>• Resourcing and qualifying potential candidates using skills such as Boolean strings, Talent Mapping, Competitor analysis, LinkedIn and social networking, and referrals</li> <li>• Supporting the headhunting activity using social media channels including LinkedIn</li> <li>• Conduct initial telephone screens and suitability checks of candidates including competency and personality/cultural fit</li> <li>• Coordination of Interview process including scheduling, pre-interview checks, and venue bookings</li> <li>• Writing engaging job adverts from existing job descriptions</li> <li>• Employer Branding activities including working with Marketing dept</li> <li>• Ensure all applications are responded to in a timely manner</li> <li>• Support with recruitment data analysis, identifying key patterns in our recruitment activity and proposing suggestions for continuous improvement</li> <li>• Supporting the interview process, and where required attending and even leading interviews</li> </ul>
Skills, qualifications and experience	<ul style="list-style-type: none"> <li>• Experience of recruitment processes either in-house or agency</li> <li>• Skills in candidate pipeline development and resourcing including Boolean, Competitor analysis etc</li> <li>• Demonstrated success in social media such as LinkedIn, Facebook, Twitter to drive Employer branding and develop candidate pipelines</li> </ul>

	<ul style="list-style-type: none"><li>• Solid organisational skills with the ability to prioritise daily workload using own initiative</li><li>• Excellent interpersonal skills and outgoing, creative personality</li><li>• A friendly disposition and enthusiastic approach to building relationships, internally and externally</li><li>• The ability to learn new systems quickly and have strong IT systems experience such as Office 365 packages and experience with an ATS</li><li>• Good sense of humour, self-motivated and with a responsible and reliable approach to team working</li><li>• Experience of working in a Matrix style organisation</li><li>• An honest and trustworthy personality, able to deal with confidential situations and procedures</li><li>• Willingness to travel (UK &amp; Ireland) as required to fulfil support to the business recruitment activity</li><li>• Attention to detail and accuracy is essential</li><li>• Self-motivated and ability to work under their own steam</li></ul>
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The above lists are intended to be neither exhaustive nor exclusive.