

IN-HOUSE RESOURCER

JOB REF: 0531

Founded over 40 years ago, our client is one of Europe's leading food companies and is a family business with down to earth values and the desire to create better food naturally is the driving force behind everything they do. Through a combination of organic growth, strategic acquisition and entrepreneurial vision our client has grown into a multi-site, multi-species operation.

Job Purpose

An exciting opportunity to join a growing team has become available, working closely and strategically with the HR team, you will be a key member of an ambitious, driven and innovative people focused department. You will be reporting directly to the HR Business Partner on site. You will provide management within the business with an effective and efficient recruitment and selection service, ensuring strong communication processes and key relationships are developed.

Responsibilities:

- Working closely with the HR team on the Recruitment and Retention Strategies of the business.
- Regular consultation with managers on manpower planning requirements
- Ensuring that Recruitment KPIs, including lifecycle timescales are met.
- Developing and updating job descriptions and employee specifications, preparing advertisements, and working in conjunction with our sourcing partners to attract and recruit new talent.
- Managing & updating our recruitment systems and data platforms with candidate information.
- Shortlisting candidates as per the person specification and conducting interviews when required.
- Administration for all new hires in line with minimum standards and best practice to include contracts of employment, disclosure checks, references, Right to Work checks, etc Liaise with Training department regarding scheduling of inductions and initial training requirements.
- Communicating effectively with other departments on all new employee set up requirements.
- Interact with potential candidates on social media and professional networks (e.g. LinkedIn)
- Identify qualified candidate profiles using various sourcing techniques
- Develop & maintain talent pipelines for future hiring needs

- Measure conversion rates through the process to understand where challenges may lie and communicate this back to the business.

Person Specification

- At least 2 years' experience in a fast paced and challenging recruitment environment, preferably inhouse
- Proven track record in managing end to end recruitment lifecycles ☑ Experience in developing brand initiatives
- Highly analytical, with a strong attention to detail
- Efficient and highly organised method of working
- A drive to excel in a fast-paced environment and desire to far exceed expectations
- Solid verbal and written communication skills

Contact Donna McGurk on 028 8676 0044 for a confidential chat or submit your CV via the link.

The Company reserves the right to vary criteria at the shortlisting stage.

Spectrum Employment Solutions is an equal opportunities employer and welcomes applicants from all backgrounds.

DATA PROTECTION

SPECTRUM EMPLOYMENT SOLUTIONS comply with the General Data Protection Regulations (GDPR) and collects, processes and stores all personal data solely for the purpose of finding applicants suitable employment opportunities. By submitting your personal details (CV) to us, you are giving us consent to process and store your data for this purpose. We only share your personal data with third party processors and with potential employers who are essential for us in providing this service.