



Job Description

Talent Acquisition Specialist
Exeter, EX1 1QR
Permanent Contract
£25k per annum

Reporting to:
HR Manager

The Role

As an essential part of the HR team, you will support the full recruitment lifecycle across a variety of positions in our business. From sourcing candidates to organising, interviewing and making offers, you will play a key part in fulfilling the business' recruitment needs as well as influencing the candidate experience.

You will be confident in communicating with candidates and colleagues alike so professionalism, communication and rapport building skills are key. You'll need to ensure that candidates are bought into the company. We believe that selling the idea of joining our business to candidates is key to a successful recruitment process.

You will contribute to providing innovative solutions to the business' recruitment challenges.

Role Responsibility

- Develop employer brand
- Ensure that the business maintains a healthy candidate and talent pipeline
- Ensure that the business meets its resource targets
- Evolve, improve and develop our interview and recruitment processes
- Ensure that candidates have an exceptional experience during the application and interview process
- Daily management of open vacancies
- Directly sourcing candidates through various channels
- Build solid candidate pipelines and communication
- Write engaging adverts
- Use networking skills to fill multiple positions.
- Organise and sit candidate interviews
- Support the candidate onboarding process
- Ensure HR systems are kept up to date
- Provide regular, up to date reports on the business' recruitment position

- Be an integral part of the HR team, driving operational efficiency as well as continually identifying ways to improve recruitment and candidate experience

The Ideal Candidate

- Experience working in a full life cycle recruitment role.
- Ability to proactively source candidates.
- Ability to demonstrate resilience and tenacity at all times whilst maintaining a positive attitude.
- Excellent candidate management skills.
- Ability to deal with complexity, solve problems independently and deliver results in an ever-changing environment.
- Exceptional time management skills.
- Strong attention to detail.
- Excellent communication skills, both verbally and written.
- Proactive in driving diversity across the recruitment process.

Internal Recruiter Benefits

- Competitive Salary
 - Continuous Development Support
 - Social office environment with regular paid company social events
 - Team and individual incentives
 - Work from home days
 - Weekly company catch up
 - Healthy working environment with refreshments provided
 - Monthly company lunch
 - Wellness program
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