

****NEW JOB**** A well-known property company is seeking an internal recruiter. Paying £40,000 and based in Hammersmith. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job Title: Internal Recruiter

Location: Hammersmith

Salary: £40,000

Key Responsibilities:

- Sourcing suitable candidates directly from job boards, LinkedIn and other social media channels.
- Direct candidate management – managing the Recruitment email inbox to source as many direct candidates as possible and ensuring that every application is responded to.
- Supplier management - ensuring that good relations are maintained with suppliers and that they are working in our best interests and provide us with the best candidates.
- Candidate screening and interviewing - screening talent effectively through telephone and first round interviews whilst keeping the Company needs and brand in mind.
- Organising second and third-round interviews, coordinating diaries of the Directors and hiring managers, booking meeting rooms, confirming with candidates and ensuring the interviewing managers are prepared and provided with CVs ahead of the interview.
- Sitting-in on with second round interviews when required by the Hiring Manager.
- Always remaining mindful of costs, endeavouring to thoroughly screen direct and internal referral applications to help reduce the cost per hire of candidates.
- Recruitment administration, updating database with candidate details and process, sending candidate details to HR in the correct format, sending recognition of receipt emails to employees who have referred candidates and dealing with queries from candidates, managers and Directors quickly and efficiently.
- Ensuring HR receives contract requests in a timely manner and they contain accurate information.

- Graduate recruitment, supporting the Head of Recruitment in the organisation and execution of Graduate Recruitment Evenings and Recruitment fairs, ensuring the attendance of candidates and managers, keeping a log of the outcome of each application and informing candidates of the result in a timely manner.
- Building and maintaining strong working relationships with internal client groups, developing a strong working knowledge of different departments and property industry.
- Help to drive recruitment and resourcing strategy.
- Developing relationships with hiring managers to better learn the individual needs of each department and office.

Key Skills and Experience

- Knowledge of recruitment and HR policy and process
- Ideally have at least two-years' recruitment experience
- Be confident in cold-calling and screening prospective candidates
- Effectively negotiate with third party recruiters and candidates
- Ability to adapt within a fast, constantly changing environment
- Precise attention to detail, processing high volumes of work accurately yet to deadline
- Ability to communicate and influence all levels of stakeholder
- Proven customer service skills
- Working knowledge of Recruitment/ HR systems (The Hub) and ability to maximise potential of data captured from such systems
- Maintain a high level of confidentiality at all times