

RECRUITMENT MANAGER

USUAL RESPONSIBILITIES INCLUDE

- Management of all internal recruitment processes and systems
- Developing innovative sourcing and targeting strategies to attract potential candidates in timely and cost effective ways
- Developing the employer brand and key propositions to attract and land candidates
- Developing and coordinating detailed firm recruitment plans
- Providing leadership and coaching to recruitment staff
- Managing the alumni program
- Managing the recruitment budget
- Overseeing graduate/trainee recruitment drives
- Packaging the direct and indirect benefits of the company to secure top talent.
- Using appropriate tools/methodologies to improve the effectiveness of selection decisions
- Providing accurate and timely management information regarding recruitment activity and performance
- Managing relationships with third parties to ensure value and quality
- Hands-on recruitment of senior hires
- Ensuring all interviewers are appropriately trained
- Ensuring recruitment is aligned to the firms EEO and Diversity plans and that recruitment processes are legally compliant
- Managing vacancy postings via both internal and external websites
- Managing third party agency relationships for the outsourcing of candidate recruitment

COMMONLY ASKED FOR QUALIFICATIONS AND EXPERIENCE

Education

- Tertiary qualifications in HR, Psychology, Marketing or related discipline

Experience:

- 8-10 years professional experience with 5-6 years in recruitment, some of which must have been gained in an in-house role.
- Broader HR/resourcing experience will be highly regarded and may offset some specific recruitment experience
- Technically strong recruiter with strong skills in a range of recruitment techniques, e.g., behavioural interviewing, conducting assessment centres and landing candidates
- Ability to think strategically but also in detail, with a willingness to get involved in all aspects of recruitment including interviewing and client/candidate management
- Must possess a very strong delivery focus
- Well developed influencing and communication skills; able to work in matrix environments
- Good presentation skills
- An aptitude for numbers; able to deal with budgets, metrics and headcount plans
- Exposure to head-hunting techniques an advantage. Should be comfortable with cold-calling potential candidates
- Experienced in leading teams

