

Specialists in IT Security Management

Role:	Internal Technical Recruiter
Reporting to:	HR Business Partner
Number of direct reports:	0
Job type:	Part-time, approx. 20 hours per week worked across 5 days 6 Month FTC (with the possibility of a permanent position in the future)
Location:	Based at the Company's HQ offices in London

Responsibilities

- Partner with our hiring managers to support them through their hiring initiatives.
- Define the most effective ways of sourcing & attracting talent as per individual role requirement.
- Ensure that all recruitment activities adhere to the Reliance acsn Recruitment Policy.
- Support a 360-recruitment process from placing job adverts to initiating onboarding processes.
- Coordinate interviews as required on a case-by-case basis as per role requirement.
- Design, implement and maintain a fit for purpose recruitment tracker.
- Monitor pipeline actively with the HR BP and leadership team and work proactively.
- Work with the HR BP and Marketing team to design and introduce a recruitment based social media presence & brand for all recruitment activities.
- Support any graduate, summer placement and internship schemes.
- Explore and identify relevant recruitment initiatives such as careers fairs and exhibitions to propel & solidify the Reliance acsn brand in recruitment and future hires.
- Ensure that all recruitments activities are conducted ethically and compliantly considering factors such as GDPR at all times.
- Identify cost saving methods within the recruitment process/remit.
- Provide an outstanding candidate experience at all stages of the hiring process, even when candidates are unsuccessful.
- Be the main point of contact for recruitment for both internal and external stakeholders.

Personality profile:

- You are an experienced recruiter with a proven track record of success in recruiting within cyber security.
- Proven end to end recruitment experience already gained within the Technology Sector.
- A self-starter with high levels of motivation
- Possess a good level of business acumen with a commercial outlook.
- You are passionate about candidate experience.
- Proven ability to compile recruitment & onboarding-based documentation as per internal process.
- You are organised, enjoy a fast-paced environment and can efficiently make decisions, and have established techniques for doing so.
- Able to work on multiple projects at the same time

Skills and experience:

- Minimum 2 years recruitment experience in the tech industry (preferably cyber security)
- Solid recruitment experience and understand how to utilise various channels and control associated costs.
- Worked closely with middle management up to leadership teams.
- Experience of recruitment-based administration.
- Knowledge & understanding of recruitment based (and relevant) UK Law

This Job Description is not exhaustive, and the role may require reasonable ad hoc work to be carried out that is not listed in this document