



## **JOB DESCRIPTION**

Job Title: Talent Acquisition Officer

Reporting to: Business Development Manager

Hours to be worked: 40 hours per week, With 1 hour lunch break

Overall: Responsibilities include management of vacancy advertisements and promotions, sourcing and screening candidates, and developing robust recruitment plans and strategies.

### **Key responsibilities:**

- 1st line application screening and recommendations
- Ensure a high-quality candidate experience
- Regular collaboration with Business Development Manager to develop recruitment strategy and project delivery
- Arrange and lead assessment days
- Maintain applicant tracking database
- Gather data and statistics as required and requested to include in monthly recruitment reports
- Assist and carryout projects as directed by the Business Development Manager
- Develop strong networks and partnerships to develop a database of experienced candidates
- Develop relationships with key service providers - job boards, LinkedIn premium accounts, external recruitment businesses etc.
- Manage successful candidates through the onboarding process

### **Requirements:**

- The role calls for a confident, persuasive, and professional individual who is motivated by identifying the potential in individuals and is driven to help them on their career path. The role requires interaction with colleagues throughout the business as well as prospective candidates so exceptional communication skills are key.
- For this role we're seeking an experienced candidate with at least three years of recently gained experience in a talent acquisition capacity.
- A sound knowledge of recruitment related employment law
- In-depth knowledge of full cycle recruiting and Marketing techniques
- Comfortable working in a dynamic and rapidly changing environment with the ability to build and maintain strong relationships at all levels
- Excellent attention to detail, especially when working with high volumes.

Send CV and introductory letter to [info@mds-ltd.co.uk](mailto:info@mds-ltd.co.uk)