

Role Profile: Internal Recruiter

Vacancy Description

Amiosec is an exciting and growing UK technology company with innovation, agility and state of the art technology at its core. We work in partnerships with UK government customers and commercial providers to deliver research, technology and products in the communications security sector.

We have a vacancy within the Operations team for an Internal Recruiter to join us and support the continued growth of the business. The successful applicant will need to be a self-motivated team player who is highly organised and efficient with a common sense and flexible approach.

Typical Activities include:

- Identifying and bringing the best talent to Amiosec.
- Managing the end-to-end recruitment process with both hiring leads and candidates, ensuring a positive experience and outcome throughout recruitment process.
- Carry out initial screening, shortlisting candidates and managing all stages of interview for hiring leads whether via telephone, video call or face to face.
- Manage advertising through applicable channels, generating prospective candidates for all roles and demonstrating an acceptable return on investment.
- Minimising agency spend and identify cost efficiencies whilst ensuring the quality of recruitment is not lost.
- Manage and develop our PSL Recruitment agency relationships.
- Assist in compiling job descriptions, job adverts and descriptions.
- Assist growing the Amiosec brand in networking events and careers fairs.
- This is a varied role and you would be expected to carry out other duties as and when necessary.

Skills and Personal qualities required:

- Previous experience as a Technical Recruitment Consultant from an agency background or already in Internal Recruitment or Talent Acquisition.
- Experienced in direct recruiting, using networks, LinkedIn and job boards to proactively source and attract candidates.
- You will need to be a proactive recruiter who can multitask and work in a fast-paced environment.
- Excellent relationship building, time management, organisation, and communication skills.
- Work with Internal stakeholders throughout the recruitment process.
- Management reporting on recruitment activities.
- Ability to work independently or as member of team and set priorities to achieve recruitment targets.

Note: Due to the nature of our work, all candidates will be required to obtain and maintain an appropriate UK security clearance.

The successful candidate will enjoy a highly varied and responsible role within an exciting, dynamic and expanding technology company delivering products, services and solutions to support our growing customer needs. You will be working as part of a friendly, highly motivated, passionate, and professional organisation.

