



Are you a qualified Recruitment Professional already working in an internal role or looking to make the switch? If so, this could be just the role you are looking for.

RSK is a global leader in the delivery of sustainable solutions. Our family of over 175 environmental, engineering and technical services businesses works together to provide practical solutions to some of the greatest challenges societies have ever faced. RSK is enabling clients around the world to do their bit. We operate in most sectors of the economy, including many of those most critical to future global sustainability, such as water, energy, food and drink, infrastructure, urban development, mining and waste. With our integrated offering across research and development, consultancy and on-the-ground application, we can deliver a complete solution that is unrivalled in the market.

You will join a rapidly growing dedicated recruitment team, with an emphasis on building solid relationships, understanding the various recruitment challenges and support with delivering innovative solutions. The role would suit someone who is comfortable working in a fast-paced environment with a challenging workload. This is a full-time role working 40 hours a week and can be home-based.

Recruitment Consultant (in-house)

Responsibilities:

Reporting directly to a Senior Recruitment Business Partner you will be responsible for:

- Working closely with hiring managers to develop job specifications and requirements
- Developing engaging job adverts that are advertised to the correct specification and compliant with relevant legislation
- Maintaining relationships with Preferred Suppliers (PSL)
- Implementing innovative sourcing methods for identifying talent to include enhancing the RSK brand on social media sites such as LinkedIn, Facebook, Twitter etc
- Reviewing CVs via the Applicant Tracking System (ATS) to provide shortlists for hiring managers to review
- Arranging interviews and communicating job offers to successful candidates
- Producing relevant recruitment reports for the HR Director, Managing Directors and Divisional Directors to demonstrate costs per hire, agency spend etc
- Mentoring other colleagues in the recruitment team
- General recruitment administration

Desired experience

- This role would suit someone with previous recruitment experience within a fast-paced environment.
- Applicants must have excellent IT skills, particularly MS Word and Outlook.

Person specification

- Strong organisational and creative skills
- Confident communicator with excellent interpersonal skills, able to deal effectively and establish rapport with people at all levels.
- Computer literate particularly with Microsoft Outlook, Word, Excel and PowerPoint
- Able to work collaboratively as part of a team
- Methodical with good attention to detail
- Ability to work effectively under pressure and to strict deadlines, prioritising with a flexible approach.

Salary and benefits:

- £30,000 per annum (depending on experience)
- Performance Related Pay after probationary period
- Contributory Pension Scheme

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- Company Paid Life Assurance
- A flexible benefits programme including the option to buy additional holidays, cycle to work and private health care
- Regular training and career development
- Access to mental health support

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