

Role: Recruitment Manager
Reporting to: Head of HR
Contract: 12 Month fixed term maternity cover
Hours: 40 Hours Monday – Friday
Location: Birmingham (B1 with some national travel required)

Citibase offers a diverse and rapidly expanding network of business centres nationwide and has been going from strength to strength for 25 years to cement our position as The Property Manager for the New Economy.

We focus on giving entrepreneurs and businesses “Freedom at Work” and the independence, flexibility and support to create, grow and enjoy running their businesses in our centres.

We’re currently experiencing a sensational period of growth as we continue disrupting the office market and we’re seeking talented individuals. The key to achieving this is the great people who work with us.

We have an opportunity for someone exceptional to join our team over the next 12 months to cover maternity we are committed to developing, attracting, and keeping the best people and this role will be to support our future growth by resourcing exceptional talent.

You will be part of the HR team and accountable for all recruitment across the business. You will be commercially minded, possess excellent communication skills both verbal and written.

You will have excellent organisational skills, be self-motivated and work well on your own initiative.

Key responsibilities:

- Managing the recruitment process end to end
- Proactively sourcing candidates
- Writing job descriptions and advertisements.
- Interviewing and shortlisting candidates for hiring managers
- Liaising with advertising agencies and recruiters etc.
- Working alongside the HR team with
- Maintaining the applicant tracking system in line with current legislation
- Ensuring full compliance on recruitment procedures are followed
- Producing monthly recruitment metrics (e.g. time-to-fill and cost-per-hire)
- Producing weekly status updates
- Managing the Citibase careers page
- Arranging and facilitating assessment centres
- Managing external and internal stakeholder relationships

Knowledge/Experience

- Ideally 2 years experience in-house recruitment and permanent placements
- Screening and ATS management
- Strong negotiation skills
- Ambitious and driven personality
- Confident user of Microsoft office 365 (Word, Excel and Outlook)

Key skills/behaviours required for this role:

- Working as part of a team
- Building relationships
- Stakeholder management
- Consulting and collaborating
- Influencing
- Excellent communicator
- Planning and organising
- Working effectively
- Emotional intelligence and resilience

What will we offer you?

- Up to £30K
- Pension scheme
- 28 holidays (Including public Bank Holidays)
- Ride to Work scheme
- Training and Development opportunities