



In-house IT Recruitment Consultant

Due to growth, we're now recruiting for a highly motivated in-house Recruitment Consultant to join our team. Reporting to the Director of Recruitment in our office in Munich, but with a "dotted line" to the Head of HR in the UK, your main focus will be to source suitable candidates against specific German/UK demand (all roles will be based within the UK), so it's vital that you are analytical, organised and results-focused with an awareness and real interest in IT recruitment and new and developing technologies such as Microsoft, Citrix and VMware.

You will rely on your tenacity and excellent communication skills to be successful. We don't just use the one channel to engage, so you must be comfortable with all forms and use them creatively. You will also be comfortable communicating with people who operate at all levels, with a view to assessing their suitability for an opportunity. It's key that we do this in professional and timely way in order to create a positive and lasting impression with our candidate base.

Key Responsibilities:

- Perform online and offline research in order to find the best candidates for the open positions;
- Source passive candidates to achieve required staffing levels at all locations in UK using social media (e.g. LinkedIn), networking, direct sourcing etc.;
- Create a robust pipeline of highly qualified professionals for current and future staffing needs using active recruitment methods and document their progress through the selection process;
- Establish positive relationships with active and potential candidates, as well as with the IT specialist areas;
- Review and screen candidates' applications/CVs to assess their suitability;
- Manage candidates throughout internal interview process, setting up technical and consultative screening interviews with internal staff to fill vacant positions throughout the organization;
- Provide complete and accurate information to applicants about the company and position in a manner that inspires interest;
- Negotiate salary and benefits and finalise arrangements between recruiting manager and candidates;
- Producing monthly reports to the Director of Recruitment & Employer Branding.

Skills and Experience:

- Solid recruiting experience preferably gained within IT/RPO/agency;
- Experience filling a variety of positions/levels using multiple technologies;
- Experience defining and shaping and appropriate recruitment process and drafting subsequent job descriptions;
- A proven track record of successfully sourcing passive/hard-to-find candidates for various job profiles;
- Excellent administrative skills including accurate data processing;
- Goal-orientated, tenacious and results driven approach to work with the ability to meet and exceed expectations, targets and deadlines;
- Excellent communication skills both oral and written with the ability to influence and articulate an opinion effectively;
- Fluent/confident in communicating in German is highly desirable;
- excellent interpersonal skills, the ability to work cross functionally and interact confidently with multiple stakeholders;
- a natural flair for delivering high levels of customer service;
- an enquiring mind with a logical approach to work, combined with analytical and problem-solving skills;
- Demonstrated ability to prioritize, manage time and multi-task effectively in a fast-paced environment;
- keen eye for detail, places great importance on accuracy and attention to detail;
- proactive in approach with a flexible attitude;



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- a self-starter with the ability to work independently with minimal supervision;
- team player – understands the importance of collaborative working.

Qualifications: Educated to A Level standard (or equivalent).

Location: Based from OCSL Headquarters at Wisborough Green (Guildford 30 minutes, Horsham 20 minutes).

Hours: Monday to Friday 9am to 5.30pm (37.5 hours per week).

Salary: Up to £45,000 depending on experience and skills.

Start date: ASAP

Benefits & Perks:

Includes: 25 days annual leave, life assurance, healthcare cash plan, employee assistance programme, on-line discounts & savings platform, free parking, free fruit, spot bonus scheme, recruitment bounty scheme, dress down Friday, free fruit, Fundraising, Sports & Social club.

Additional Information:

- Must have the right to live and work in the UK;
- Must have access to own transport due to location.

To Apply:

Please include a covering letter (which includes salary expectations) along with your CV outlining the skills and experience that make you the ideal candidate for this position.

Think you'd fit in? Surprise us at careers@ocsl.co.uk.

We look forward to hearing from you!

About us

Join us at the forefront. Put your talent to the test. Make leaps in your field. We are a creative, collaborative place, delivering transformative results with remarkable technology for remarkable clients daily. Working here is challenging, rewarding and exciting. We welcome adaptable, enterprising professionals and invest heavily in their development.