

Job Title: **Recruitment Manager**

Location: **Oldbury**

Company: **Proffer Solution Ltd**

Reports To: **CEO/EPD/ECS**

Date: **04/06/2025 – 18/07/2025**

Position Overview:

We are seeking a highly skilled and experienced Recruitment Manager to join our dynamic staffing and recruiting team. The successful candidate will play a critical role in overseeing the recruitment process, ensuring that we attract and retain top talent across various sectors. This position demands a proactive leader with exceptional communication and interpersonal skills, capable of building strong relationships with both clients and candidates. The Recruitment Manager will develop and implement effective recruitment strategies that align with the company's goals while fostering a positive candidate experience. The ideal candidate will have a proven track record in managing end-to-end recruitment processes, employing innovative sourcing techniques, and leveraging data analytics to improve hiring outcomes. You will also be responsible for mentoring and guiding junior recruitment staff, driving performance standards, and ensuring adherence to best practices in recruitment. If you have a passion for talent acquisition and a commitment to achieving excellence, we invite you to submit your application for this exciting opportunity to make a significant impact within our organization.

Key Responsibilities

- Oversee the entire recruitment process from job requisition to onboarding.
- Develop and implement tailored recruitment strategies to meet the needs of various business units.
- Build and maintain strong client relationships to understand their hiring needs and culture.
- Utilize various sourcing methods to attract diverse talent, including social media, job boards, and networking events.
- Conduct interviews and assessments to evaluate candidates and determine their suitability for roles.
- Mentor and train junior recruitment staff to enhance their skills and performance.
- Analyze recruitment metrics to identify areas for improvement and to optimize the hiring process.

Requirements:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum of 5 years of experience in recruitment or staffing, with 2 years in a managerial role.
- Strong understanding of recruitment best practices and current employment trends.
- Proven ability to successfully manage multiple recruitment projects simultaneously.
- Excellent interpersonal and communication skills, both written and verbal.
- Demonstrated ability to build relationships with candidates and clients.
- Familiarity with applicant tracking systems (ATS) and HR software tools.

Application Process:

Interested candidates are invited to submit their resumes and a cover letter detailing their qualifications and experience to applications@proffersolutionltd.co.uk. The company is committed to diversity and inclusion and encourages applications from all qualified individuals.

Proffer Solution Ltd is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.