

HR Manager - Technology & Education Staffing

Department: Recruitment

Reporting Structure: Reports to HR Onboarding Manager

Salary: £3,484/ £41,808

Location: Oldbury

Work hours: 9:00 - 17:00

Summary:

We are seeking a highly motivated and experienced HR Manager to oversee our Education and IT Staffing divisions. In this pivotal role, you will be responsible for developing and implementing effective staffing strategies that align with our organizational objectives. The HR Manager will play a critical role in sourcing, recruiting, and retaining top talent for our clients in the education and information technology sectors. Collaborating closely with department heads, you will identify staffing needs, create job descriptions, and ensure a seamless recruitment process. As a key representative of our staffing and recruiting firm, you will enhance our brand by fostering positive relationships with candidates and clients alike. Your expertise will also be instrumental in developing training programs, conducting performance evaluations, and fostering a culture of continuous improvement within the organization. By leveraging your extensive knowledge of industry trends and best practices, you will position our firm as a leader in the staffing and recruiting industry. If you are a proactive and results-driven professional with a passion for connecting people with opportunities, we invite you to join our dynamic team and contribute to our continued success.

Responsibilities:

- Develop and implement effective staffing strategies for Education and IT sectors.
- Collaborate with department heads to identify staffing needs and create job descriptions.
- Oversee the recruitment process, including sourcing, screening, and interviewing candidates.
- Build and maintain strong relationships with clients and candidates to ensure satisfaction.
- Design and deliver training programs to enhance employee performance and retention.
- Monitor industry trends and best practices to ensure competitive advantage.
- Conduct performance evaluations and provide constructive feedback to employees.

Skills:

- Minimum of 5 years experience in staffing and recruiting, with a focus on education and IT.
- Strong knowledge of labor laws, employment regulations, and industry best practices.
- Excellent interpersonal and communication skills, both verbal and written.
- Proven ability to develop and maintain relationships with diverse groups of people.
- Strong organizational skills and the ability to manage multiple priorities effectively.
- Proficiency in HR software and applicant tracking systems..

Qualifications:

- ✓ Bachelor's degree in Human Resources, Business Administration, or a related field.