progeny

Job title: Talent Manager

Work Location: Leeds

Reporting to: HR

About Progeny Group…

The Progeny Group is a rapidly growing, fast paced and forward-thinking business who provide integrated financial and legal solutions for private clients, businesses, family offices and charities.

Job Description:

As a Talent Manager you will work closely with key stakeholders across the group business to identify current and future hiring needs for the business. You will be responsible for overseeing the recruitment cycle for all vacancies from initial request through to the on-boarding process, creatively utilising direct sourcing methods and robust assessment processes to ensure the right candidate is established for the role.

This role also involves recruiting externally for clients within our outsourced HR business Halo HR.

Responsibilities and Accountabilities:

- Work closely with HR Team to ensure the highest quality of recruitment is delivered in line with the business needs.
- Direct resourcing of candidates through advertising and headhunting utlising tools such as social media, job boards, Linked In.
- Working alongside the Marketing Team to support online advertising.
- You will be required to recruit for our clients within our HR business
- Writing and updating job postings across all platforms ensuring they are concise and engaging.
- Liaise with stakeholders on recruitment strategy.
- Champion internal recruitment and promote opportunities to staff to encourage development and retention.
- Manage candidates' journey from initial resourcing all the way through to the on-boarding process.
- Oversee the onboarding process which integrates new employees into the business, and ensures they acquire the knowledge, skills and behaviors required to be an effective member of the team.
- Preparing interview paperwork and assessments.
- Manage, gather and relay constructive feedback to candidates and hiring managers.
- Having confidence to push back and challenge decision by hiring managers and directors.

**This job description is not exhaustive; the job holder will be expected to carry out additional duties as required to meet the ongoing needs of the business*

- Respond to vacancy enquiries in a timely fashion.
- Maintain accurate and well-ordered documentation on all candidates, searches and other recruitment reports

Skills and Qualifications:

Essential

- Minimum of 3 years in an Inhouse Recruitment role or working for a Recruitment agency.
- Expert knowledge and proven track record of using Linked in Recruiter.
- Proven track record of headhunting
- Proven track record of successfully recruiting candidates from candidate resourcing to the on-boarding process.
- Excellent communicator and strong people skills.
- Outstanding written and verbal communication skills
- Ability to write concise and engaging job descriptions/adverts.
- Excellent knowledge and experience of using MS Office suite.
- Ability to prioritise workload and demands ensuring delivery of work on time.
- The ability to remain calm under pressure with an ability to work in a fast-paced environment.
- Superior Interviewing experience.
- Knowledge around employment law and HR processes.
- The ability to maintain the confidentiality of all sensitive material and information
- Strong planning, administration and organisational skills.
- Outstanding attention to detail.
- Ability to manage multiple tasks simultaneously.
- Self-motivated and confident.

Desirable

- Experience in recruiting for a Financial Services and/or Legal Services.
- A recruitment related qualification.

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