

<b>Job Title</b>	Recruiter	<b>Location</b>	UK or Europe
<b>Department</b>	Lab Support Division	<b>% of Travel</b>	30%
<b>Reports To</b>	Vice President Europe	<b>Positions Supervised</b>	0

## JOB DESCRIPTION

### SUMMARY

Lab Support, a division of On Assignment, is the industry-leading provider of temporary and permanent scientific staffing services. We provide scientific professionals to the biotech, pharmaceutical, food and beverage, chemical, personal care and other science industries.

The position of Recruiter is responsible for the entire cycle of the recruitment process including sourcing, identifying, screening and placing qualified scientific professionals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following (*other duties may be assigned*):

- Identify and recruit potential candidates through referrals, internet sourcing (such as Monster & Total Jobs), social media, job fairs, company/client-sponsored events and related science associations and developing new creative recruiting techniques.
- Conduct candidate interviews via phone and in person and provide advice on CV content and interview technique where appropriate.
- Routine availability calls for all interviewed candidates.
- Organise career fairs, college meetings and conduct resume building seminars at area universities and offer career advice where appropriate.
- Applicant pool management. Establish a bench of highly-skilled professionals for future client opportunities.
- Writing job adverts and management of various recruitment advertising with internet sites, academic institutions and other media.
- Support all aspects of Genesis (internship) program.
- Manage all aspects of assignments placed at client location. Regular quality control calls to employees every 1-2 weeks. Provide guidance and coaching to employee to ensure assignment success. As needed ending assignment as requested by clients or employees. This also includes in person visits to the employee and client as needed to ensure assignment communication and management.
- Assist with incoming phone calls from both clients and candidates.
- Utilise and maintain the Recruitmax client and candidate system.
- Perform all necessary allied recruiting functions: verifying references, work experience, and all applicable licensure/certification(s) requirements. Ensure adherence to OA Lab Support Safety Programme.
- Complete all contractual pre-employment screening requirements for candidates such as drug screen, background checks and physicals in accordance with local legislation and client requirements.
- Test appropriate specialties with written or internet based tests as appropriate.
- Educate candidates on cGMP & Safety training programs.

- Obtain detailed job requisition information from clients and enter the specifications into the Recruitmax system and communicate order to team members.
- Maintain ongoing relationships with contract employees, candidates and client representatives.
- Maintain a thorough working knowledge of all applicable government, accrediting agency, and client-specific contractual laws/requirements.
- Adhering to predetermined weekly KPI (key performance indicators) expectations set by management.
- Meet and exceed quarterly target goals.
- Conduct quality control calls to ensure the client is happy with the service being provided
- Participate in various networking events and trade groups within the scientific community.
- Provide support to Client Development, Regional Vice President, and other departments as requested.
- Conducting appropriate Health and Safety checks and risk assessments in accordance with local legislation and client requirements
- Attend, prepare and participate in weekly team meetings.
- Any other reasonable duties that may be defined by your manager from time to time

### **PERSON SPECIFICATION**

#### **SKILLS AND ABILITIES:**

##### **Essential**

- Candidates with a proven recruiting background or candidates with a scientific background
- Able to work both in a team and alone
- Must be a forward planner, with confidence and likes working with people at all levels.
- Ability to be diplomatic where required
- Good attention to detail is needed and must be able to multi task and prioritise your own work load
- Must be an energetic, detail-oriented, organized, highly motivated and self-directed individual with ability to prioritize and efficiently handle multiple tasks in a dynamic, fast-paced environment.
- Excellent communication, troubleshooting and negotiating skills; including a demonstrated ability to work well and effectively with others.
- Must be able to speak, read and write in English to a high standard and for employees in any of the European offices, they must also speak, read and write the local language well

##### **Desirable**

- Familiarity with related industry technical skills (HPLC, GC, LCMS, Microbiology Techniques, Cell Culture etc) highly desirable.
- Bachelor's degree preferred.
- Knowledge and experience in using LinkedIn, Twitter and Facebook

The essential functions listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.