

JOB DESCRIPTION

Job Title:	Technical Recruiter
Department:	People Team
Primary job location:	Head Office
Reporting to:	Talent Acquisition Manager
Direct Reports:	None

About VIRTUS

VIRTUS Data Centres is the UK's fastest growing data centre provider which owns, designs, builds and operates the country's most efficient and flexible data centres. Our mission is to consistently exceed the expectations of customers through innovative, high quality solutions and services. We employ intelligent thinkers – people with positive attitudes, who enhance our customer proposition and business. We value individual endeavour and initiative, encourage teamwork and togetherness because collective experience and expertise is VIRTUS' greatest strength.

Job Summary

At VIRTUS our people are our most important resource. We're looking for a highly skilled recruiter to become one of them, and to help us find them. The ideal candidate will have prior experience in recruitment or human resources, with knowledge of screening, interviewing, and hiring practices. If you have a passion for finding untapped talent, driving company growth, and helping individuals find promising careers, we want to hear from you. This role will play a key part in delivering on our growth plans through hiring in line with our headcount plan across multiple technical functions.

Objectives of this Role

- Work closely with managers to gain a comprehensive understanding of the company's hiring needs for each position, and meet competitive hiring goals and expectations
- Manage the full recruiting lifecycle across a variety of open roles helping management find, hire, and retain quality talent
- Grow and foster high-touch relationships with a database of qualified active and passive talent to pull from as new positions open up
- Continuously partner with recruiting team and senior managers to design, refine, and implement innovative recruiting strategies

- Stay active with current with job boards, social networks, and platforms to find talent, and plan, create, and release job descriptions and announcements.

Daily and Weekly Responsibilities

- Work and form relationships with internal management teams to know the ins and outs of their departments and better understand their hiring needs and job specifications
- Utilize knowledge of multiple recruiting sources and execute innovative recruiting strategies to find quality candidates and prospect for new business
- Screen resumes and prospects, qualify, interview, and manage candidates throughout interview process from prepping before interviews to assisting with final offer negotiation
- Grow and maintain a database of candidate records, including active and passive prospects, new and former employees, and other candidate relationships
- Follow up on interview process status and update records in internal database
- Provide coaching and guidance to more junior level recruiting staff
- Any other reasonable requests made by your line manager.

Skills and Qualifications

- 5+ years' experience in recruitment or human resources
- Exceptional communication, interpersonal, and decision-making skills
- Familiarity with job boards, advanced knowledge of MS Office, database management, and internet search.
- Proven experience conducting various types of interviews (i.e., phone, video, etc.) and other methods of selection
- Strong understanding of diversity, equality and inclusion, ability to manage own and others' bias and build a strategic approach to attracting a diverse pool of talent
- Able to see beyond traditional hiring methods

Preferred Qualifications

- Bachelor's degree in human resource management (or related field), or equivalent experience
- Proficiency with content management systems
- Experience developing recruitment strategy

- Desire to grow professionally with networking and ongoing training opportunities

In line with the VIRTUS' Safeguarding Policy, the successful applicant must be willing to undergo a BS7858 screening process.

Remuneration package and benefits:

- Competitive rate of pay.
- Private healthcare.
- Pension contribution scheme.
- Discretionary bonus.
- Cycle to work scheme
- Eye care benefit
- Annual travel card loan
- Tech Scheme

VIRTUS is an equal opportunity employer. As part of our commitment to fight for equality, we work to ensure a fair and consistent interview process. We celebrate diversity and we are committed to an inclusive work environment.

If you are interested in this role, please email your CV to careers@virtusdcs.com.