



# We're **hiring!**

Join our team



Recruitment Partner



**Job Title: Recruitment Partner (Internal Recruitment)**  
**Location: Hybrid working homebased/ Warrington**  
**Salary: Competitive Salary + Bonus+ Excellent Company Benefits**  
**Hours: 40 hours per week Monday – Friday**  
**Type: Permanent**

**Are you an exceptional internal recruiter with an extensive background in volume recruitment?**

**Do you have strong candidate management skills, including compliance and pre-employment onboarding?**

**Are you looking for your next exciting role within a fast paced, growing organisation that puts its people at the heart of everything they do?**

**If 'Yes' this the perfect role for you!**

#### **The Role:**

Due to our continuing growth, we are hiring a further experienced Recruitment Partner to join our in-house recruitment team. The successful candidate will manage the end-to-end recruitment process for our high-profile, high-volume recruitment projects. Therefore, we are keen to speak to candidates with demonstrable success within volume recruitment and compliance/ onboarding, ideally within a healthcare industry although the latter is not essential.

You will partner businesses within PAM Group to provide an exceptional recruitment service, supporting our leaders in hiring talented people in line with our values and behaviours who will deliver quality services to our clients in both clinical and non-clinical roles.

#### **Key duties and responsibilities**

- Managing the end-to-end recruitment cycle including sourcing, compliance, and onboarding for high volume recruitment campaigns
- Conducting the Recruitment and On-boarding process for all candidates within the designated recruitment campaign– Employment Screens, Financial/ DBS checks, Induction arrangements, induction plans, hotel bookings, ID Photos
- Receiving and reviewing applications, arranging interviews, and short-listing candidates
- Requesting references and checking the suitability of applicants to work within the UK and the role in which they have applied for.

If you're looking for your next career move and are wanting to work with a rewarding company, please get in touch with our Recruitment department for a confidential chat about joining the PAM Team. [jo.simpson@pamgroup.co.uk](mailto:jo.simpson@pamgroup.co.uk)

- Briefing the candidate about the company, responsibilities, salary, and benefits of the job in question
- Sourcing talented candidates directly from the market using expert techniques alongside advertising (e.g., social media searches), LinkedIn, forums, and groups
- Working with leaders to forecast resourcing needs over a 12-month cycle
- Building relationships to fully understand our roles and the capabilities and qualities we need in our candidates
- Required to produce/analyse recruitment metrics to monitor the progress of the hiring process
- Embedding our values and behaviours at every stage of our recruitment life cycle and ensuring continuous review of our recruitment practices so that our proposition is highly attractive in scarce skills markets
- Work with colleagues in HR and Marketing to build brand awareness, selling our business to potential candidates
- Maintaining great relationships with our candidates right up to the point they join us

#### **What you will bring to the role:**

- You'll be an experienced recruiter looking for your next step in an ambitious growing business
- Ability to manage the end-to-end recruitment cycle including sourcing, compliance, and onboarding of 50 plus new joiners.
- Exceptional communicator, skilled in building great relationships with leaders and candidates
- Able to forecast resource needs to attract the right people at the right time and build talent pools for the future
- You'll bring modern sourcing techniques, experience in social media and building brand awareness and innovative ways of sourcing candidates
- Passion for recruitment and drive to find talented candidates to join our growing business
- Ideally, you'll have experience of sourcing clinical and non-clinical skills
- Microsoft skills word and excel skills required

#### **What's in it for you:**

- Competitive Salary
- Bonus Scheme
- Pension Scheme - We pay your auto-enrolment pension at 8% + opportunities for Enhanced Pension contributions
- Health Scheme – Opticians, Dental, Physio & more!
- 24/7 Doctor helpline – book a Telephone or Video Appointment with a GP
- Employee Assistance Program – 24/7 telephone counselling helpline
- Life Insurance Scheme – 4 x your annual salary

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- 33 Days Leave Including Bank Holidays, pro-rata for part-time hours
- Training and Development opportunities

### **About us:**

At PAM we are passionate about people and delivering our Everyday Things That Matter Values and Behaviours to our customers and our colleagues. Our cultural philosophy is based on putting our people first, creating high performing teams who deliver great services for our clients.

We're looking for a professional internal Recruiter to join our team, someone who is just as passionate about our philosophy and values as we are:

- ❖ Hard Work & Enthusiasm; we believe hard work should be rewarded, we go the extra mile to achieve our goals and support each other and enthusiasm and passion are part of our DNA
- ❖ Teamwork & Friendship; our colleagues share a sense of belonging; we understand collaborative working means better decisions making and we support each other to achieve common goals.
- ❖ Loyalty & Improvement; we are dedicated to personal and professional development.

### **Apply Now!**

If you would like further information or would like to have confidential conversation regarding the role, please contact [Jo.simpson@pamgroup.co.uk](mailto:Jo.simpson@pamgroup.co.uk)

**Closing Date: Monday 9<sup>th</sup> May 2022**

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