**Talent Acquisition Specialist | Based in Lytham | Up to £35,000 per annum (Maternity Cover – 12-month contract)**

We are looking for a tenacious in-house recruiter that will ensure that the Tangerine Group attracts, selects, and retains the best possible talent in the marketplace. The Tangerine Group is a diverse group of global companies that span over animal nutraceuticals through to leisure & hospitality, therefore approaching this role with a consultative mindset is essential.

**About the role**

Working closely with key stakeholders and hiring managers, you will be responsible for providing a full in-house recruitment service. Critical to your success will be your ability to communicate effectively and build relationships with people at all levels of seniority within the business.

Main duties (but not limited to):

* Delivering a full in-house recruitment service.
* Working on multiple roles at any given time.
* Ensuring that updates are regularly communicated to hiring managers.
* Gain a clear understanding of role requirements. In particular, ensuring a through understanding of each individual role, company, and department.
* Manage candidate process including pre-screening, telephone and face to face interviewing, progress updates, rejections and offer process.
* Pro-actively talent pool candidates.
* Focus on direct forms of recruitment to avoid having to use recruitment agencies.

**About you**

* Previous experience as an in-house or agency recruiter (having experience of both would be highly advantageous).
* Experience of pro-actively recruiting difficult to fill roles through LinkedIn.
* Up to date with employment law and best recruitment practice.
* Highly effective communicator at all levels.
* Must have a high attention to detail.
* Working knowledge of MS Office.
* Proficient in writing engaging job adverts.
* Excellent organisation and prioritisation skills.
* Competent at dealing with ever changing demands.

We welcome applicants from ‘agency’ recruiters looking to make the move to ‘in-house’ recruitment.

Please note - it is a requirement of this role that you are based at our Head Office five days a week. We are not able to consider a work from home arrangement with this role.

**About us**

The Tangerine Group is a privately held company based in Lytham. Within the group are ten limited companies, each operating as stand-alone entities. We specialise in the manufacture and sales of animal health and nutrition products for farm and companion animals, including veterinary and equine products.

We are passionate about being the best and you should be too!