



In-House Recruiter/Talent Acquisition Consultant

Reporting to: Managing Director

Location: Soho, London

Overview

DBD, one of the UK's longest established search engine and social media marketing agencies, is looking for an in-house recruiter to join the management team. We are looking for a bright, enthusiastic and ambitious digital marketing recruiter to work across the whole business, recruiting for the SEO, PPC, Content Marketing and Social Media teams and also into the management team.

We are a close-knit 20-strong team, based in the heart of Soho. Our people work very closely together in what is a fun and collaborative environment, and we have an active company social life. Read on if you'd like to find out more about joining us.

The Role

We are looking for a talented recruiter/talent acquisition consultant with a minimum of 2 years' digital marketing experience. The role is a full-time role but we will consider applicants looking for a part-time opportunity.

The right candidate will be able to come in and build a candidate database from scratch, develop a strong network of quality Account Executives, Account Managers and Directors, and create a fool-proof recruitment strategy and process.

Ultimately this person will also assume all HR responsibilities including hiring, on-boarding, talent management and development as well as other HR activities.

Key Responsibilities

- Develop a recruitment strategy for each vacancy and build a long term succession plan for each key role in the business.
- Direct sourcing for all roles using a variety of direct sourcing methodologies to find leading talent within the market. This will include headhunting, networking and referrals utilising a variety of tools such as job boards, LinkedIn, employee referral schemes, and email marketing.
- Managing the end-to-end recruitment process and candidate life cycle. From the initial attraction of candidates to the on-boarding of new hires.
- Engaging with candidates post offer regarding personal development plans for each new employee in agreement with line managers.
- Supporting and advising Managers on the hiring process, interview techniques, talent development and recruitment strategies.
- Helping to develop the employer brand and finding new ways to improve the talent pool of candidates.
- Reporting on recruitment statistics including, candidate pipelines, cost of hire and time to hire etc.



Candidate Profile:

- 2+ years Digital Marketing Recruitment experience (Internal, In-house, Onsite and/or Agency).
- Entrepreneurial self-starter with a desire to build a role/function from scratch.
- Proven track record of delivery within the Digital Marketing sector, specifically for SEO, PPC and Social Media roles.
- Excellent direct sourcing capabilities, demonstrable experience of finding the highest quality talent within your previous role.
- Experienced in dealing with high-volume recruitment.
- Results driven with determination and tenacity.
- Strong networker, with active LinkedIn profile and contacts
- Passionate about the candidate experience.
- Strong project management skills.
- Ability to manage expectations and relationships with internal hiring managers.
- CIPD certified would be advantageous but not essential.

What You Will Get:

- Great experience working in a successful and growing search engine marketing and social media agency.
- Early responsibility and plenty of autonomy in your role.
- Lots of training and development, and an opportunity to build a role from scratch.

Remuneration:

- Competitive Salary (£25-30K).
- Generous personal bonus scheme.
- DBD contributes £500 to personal development choice – gym membership, language lessons etc.
- 5 weeks holiday per year.

Note:

Full UK work visa required.

Apply:

Please send us your CV, either via our website, or direct to jobs@dbdmedia.co.uk, along with a covering email explaining why you think you'd be a great fit with our team. Tell us a bit about yourself. What are your passions and your interests outside of work? Why do you think you'd fit in with us? What value can you add to our team and to our clients?

Please note that due to the volume of applications we receive we are only able to reply to people who meet the above application criteria, and who's experience is consistent with our job specification.