

**Role Title: Internal recruitment and relationship management super star**

**Who we are**

Since Aire Logic was founded in 2007, we have been committed to improving the relationship between technology and clinical practice. We are the largest specialist Health & Care consultancy in the UK, working on many national NHS and regional Health & Care IT solutions. However, we are equally involved in supporting smaller projects and work extensively on Health & Care innovation projects with clinicians and academics.

Aire Logic's activities fall broadly into three categories: offering technical consulting on architecture and IT strategy, providing agile delivery and DevOps services, and creating innovative healthcare IT products. Naturally, these areas have a lot of overlap, and one of the main strengths of our company is that we have experience across all stages of an IT delivery programme, from the initial strategy and architecture, to implementing an appropriate solution that will achieve your organisation's specific aims.

We are looking for an energetic individual to be an ambassador and help grow our presence in the Manchester region and to support our existing project teams. You may have previously worked in recruitment but are now looking for a more expansive role with an ethically focussed business.

**Job role and core responsibilities**

The recruitment specialist will be working with the recruitment and operations team to help achieve the following objectives:

- Source candidates for projects using tools available, e.g LinkedIn, Indeed, job boards etc
- Help manage recruitment partnerships with external suppliers
- Act in an account management capacity for customers in the Manchester region
- Provide administration support, including updating/formatting CVs and processing reference requests
- Make sure candidates are a suitable match for their projects e.g, tech stack, experience, personality
- Help maintain relationships with recruitment partners and 3rd party providers
- Check in with new staff on projects
- Interview candidates
- Send technical tests and gather feedback from developers
- Give candidates feedback after tests and interviews
- Issue contracts to new and returning contractors
- Assist with gathering onboarding documents and helping new starters through the induction process
- Help refine and manage recruitment processes improving our capacity to grow

## **Skills and Experience**

The ideal candidate will be enthusiastic and dynamic and willing to turn their hand to anything. Experience in the following is desirable

- Previous experience and knowledge of the Manchester recruitment market, ideally the IT sector
- Friendly and effective communicator, including an exceptional telephone manner
- Able to build and maintain relationships with candidates and clients