

Technical Recruiter

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Company: PSC Biotech Ltd

Location: England

Category: Other-General

About PSC Biotech Who we are? PSC Biotech is a leading Biotech Consultancy firm founded in 1996, headquartered in Pomona, California, USA, with Global operations in Ireland, India, Singapore, Australia and the US, serving 350 clients in more than 23 countries worldwide. We provide cloud-based software solutions for Quality Management and Regulatory Inspections, pharmaceuticals contract manufacturing professionals, and metrology services to our clients. Take your Career to a new Level PSC Biotech disrupts the conventional consultancy model by aligning our EVP as one of the unique selling point which includes the opportunity to work with the most talented cohort of like-minded professionals operating in the Pharma/ Biotech Industry.

We offer a permanent contract of employment giving exposure of working in Top Pharmaceutical client sites in a diverse-cultural work setting. Employee Value Proposition Employees are the heartbeat of PSC Biotech, we provide unparalleled empowering career development through Learning & Development in-house training mentorship through constant guidance to facilitate career progression. We believe in creating high performing teams that can exceed our clients expectations with regards to quality of all scalable and business unit deliverables, staying under budget and ensuring timelines for our deliverables are being met.

Job Responsibilities Assisting in recruitment process including sourcing, screening, interviews and feedback for all levels of candidates, across our various locations. Recruitment

and staffing: leading the whole recruitment process from beginning to end, supporting the business in the tremendously high growth we are experiencing. Proactively source and build candidate pipeline by sourcing passive talent, across all functions and levels.

Assisting and running multiple sourcing campaigns Utilize cutting edge sourcing methodologies to identify and engage with high calibre candidates including social media, database interrogation, utilising job boards etc. Drive offer approval, extension, and negotiation by identifying appropriate closing procedures Track, analyze and regularly report on hiring progress. Coordinating and carrying out all duties pertaining to a new job requisition coming into the recruitment team.

This would include accepting a new job on multiple VMS and MSP portals, uploading, formatting, and publishing it on different job boards and constant follow-ups on all job boards. Understanding every new role coming into the team and deciding on allocation of job roles to different teams on a rotational basis, keeping in mind a level playing field among all recruiting teams. Maintaining and updating all live roles on the ATS and multiple trackers, systems, and other vendor management portals at all times for accurate report generation activities.

Pro-actively work towards effective allocation of jobs and accurately recording all details both from the recruitment team and also the client side as and when necessary. Ad-hoc responsibilities will include basic HR assistance, documentation, and also any training and BD duties as and when deemed necessary. Requirements Requirements 1 year recruitment experience is desirable but your ambition to be a successful Recruiter more important as well train you in recruitment! Education Business degree or Engineering background desirable.

You will be a bright and enthusiastic person who takes a proactive and diligent approach to their work. Excellent PC skills - excel, word, email and internet/social media High Attention to details #LI-SO1

0-1 year

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