

## Recruiter

[This example job spec/advert was compiled using the key Bookkeeper responsibilities and skills we see most often requested/listed on the Juggle platform.]

While in our experience the general/macro requirements of the role are transferable across different sectors and company sizes (and therefore the type of advert that attracts high-quality professionals is broadly the same), please read the text carefully, add your business-specific needs, and - most importantly - tailor the text to match the culture and values of your business.]

**Schedule (part-time/full-time with flex etc)**

**Salary**

**(Length of contract if necessary)**

**Location city**

We need an empathic, process-minded Talent Manager to join [type and rough size of your business]. You'll help identify the top talent for the business, ensuring they're aligned with our culture and values. You'll cover every aspect of the hiring process from briefing to on-boarding for hires across tech, product and digital marketing. You'll help develop smooth and thorough hiring processes and advise senior management on talent strategy.

This is an excellent opportunity for a talent professional with strong interpersonal skills (and a knack for identifying quality) to take responsibility for - and improve - the entire hiring process of a rapidly expanding business.

**Responsibilities**

- Identify top talent across tech, product and digital marketing who are aligned with the company's culture and values.
- Cover all areas of the hiring process: briefing, sourcing, screening and onboarding.
- Hire and develop excellent teams to grow the company.
- Implement efficient processes ensuring a smooth and thorough interview process - for all parties.
- Make recommendations to the business leaders about talent strategy.

### **Background and skills**

- You've got experience hiring in marketing, commercial, technology and/or product roles (the more the better).
- You've got excellent interpersonal and communication skills, and a talent for identifying high-performing people.
- You're process-driven and efficient.
- You've got strong empathy skills.