

Company Overview

Caspian technology solutions enable banks to automate the complex human tasks of risk investigation and decision making in Financial Crime and Compliance. In areas such as Anti-Money Laundering, Sales Quality, Customer Due Diligence and Wealth Management, global banks harness large numbers of human analysts in a continual effort to investigate and to mitigate risk. Caspian transform risk and efficiency for global banks, through machine intelligence solutions that can automatically read, analyse and make judgements as well as the very best human experts.

Job Title – Recruitment Manager

Role

- Update current and design new recruiting procedures (e.g. job application and onboarding processes)
- Keep track of recruiting metrics (e.g. time-to-hire and cost-per-hire)
- Implement new sourcing methods (e.g. social recruiting and Boolean searches)
- Research and choose job advertising options
- Advise hiring managers on interviewing techniques
- Coordinate with department managers to forecast future hiring needs
- Participate in job fairs and career events
- Responsible for the management of agencies
- Build the company's professional network through relationships with HR professionals, colleges and other partners
- Conduct telephone & face to face interviews
- Use all recruitment tools available such as employee referrals, social media, job boards, CV searching, etc.
- Create great recruitment adverts to attract the best people.

Required

- Proven work experience as a Recruiting Manager, Recruitment Consultant or Recruiting Coordinator
- Experience with (phone and in-person) interviews, candidate screening and evaluation
- Familiarity with social media and other professional networks
- Excellent verbal and written communication skills
- Strong decision-making skills
- Highly organised

What we offer

- An opportunity to work with cutting edge technologies for a rapidly growing and innovative company
- A chance to be part of a close-knit team working in a dynamic challenging environment
- A 35-hour working week. 25 days holiday + bank holidays