



TALENT ACQUISITION ADVISOR

PERSON SPECIFICATION

Creating Better Life Experiences.
One Home at a Time.

BLOOR HOMES[®]

Job title	Talent Acquisition Advisor
Responsible to	HR Director

	ESSENTIAL	DESIRABLE
EXPERIENCE	Proven experience of being a recruiter or similar role.	
QUALIFICATIONS	Good level of education including GCSE English & Maths or equivalent.	CIPD L3 or L5.
KNOWLEDGE & SKILLS	- Excellent communication skills on the telephone and face to face. - Excellent IT skills including use of spreadsheets and proficient in the use of MS office. - Ability to build effective relationships at all levels. - Highly organised with the ability to manage own time effectively, meeting deadlines set. - Ability to multi-task and work well under pressure. - Understands the need for confidentiality. - In depth knowledge of diversity and inclusion - Use of ATS	- Ability to analyse data. - Appreciation of small team Head Office function.
ATTRIBUTES	- Demonstrates flexibility and adaptability. - Effective communicator. - Excellent attention to detail. - Confident. - Numerate - Self-motivated. - Bright and positive attitude.	