

SENIOR RECRUITER

NET-A-PORTER is an established global Internet retailer of cutting edge luxury fashion labels, relied upon for its exceptional quality of service and eye for the next big thing. With an expanding domestic and global market, and revenues increasing month on month, we are now looking to add new revenue streams to the Group. This presents a fantastic opportunity to capitalise on our infrastructure and leverage our expertise to drive the business forward across multiple channels.

As such, we are seeking a bright, personable Recruiter to deliver a friendly, efficient and effective recruitment service to our managers and their teams. Working in a small team you will be crucial in ensuring that we attract, recruit and retain the best talent ahead of the curve, through exacting standards and in a cost efficient and timely manner. You are also required to provide a seamless service through innovative resourcing solutions and ideas to service the many challenges presented by the business as it evolves.

Reporting to the Recruitment Manager you will play a proactive role in our campaigns across all group websites and in the United States territories. This is a fast-paced role that requires an individual with strong commercial focus and recruitment skills that are second to none. Please note this is a one year fixed term maternity cover contract.

Responsibilities

- Proactively source, attract and recruit candidates into your assigned business units
- Assist managers with development of job and people specifications
- Identify best source for candidates and initiate recruitment campaigns
- Participate in Assessment Centre design for volume recruitment campaigns
- Maintain relationships with recruitment agencies and PSL
- Identify and implement employer branding exercises and initiatives
- Negotiate advertising rates with online and offline media.
- Write copy for recruitment adverts ensuring they are on-brand and on-message.
- Ensure candidates receive timely responses to their applications.
- Ensure NAP is portrayed in an accurate and professional manner at all times
- Work with the HR team on new starter and induction process.
- Assist with the onboarding process, ensuring that all new starters are fully engaged and supported during their probationary period
- Develop new "candidate streams", including social networking and other new media avenues

- Develop relevant interview and assessment tools with managers.
- Ad hoc projects and tasks
- Write copy for recruitment adverts ensuring they are on-brand and on-message.
- Administer and carry out application responses, interviews and job offers in conjunction with the senior team
- Refine and improve recruitment procedures with the wider HR team.

Essential Skills & Requirements

- Significant commercial recruitment experience gained in either fashion, hi-tech or agency environments
 - Confident recruiter, with previous sourcing experience.
 - Confident and professional interview skills.
 - Articulate with excellent writing skills, and good eye for detail.
 - Discreet, professional and well spoken, with good communication skills
 - Exceptionally well organised and efficient, with a good dose of common sense and initiative.
 - Ability to use judgement and seek guidance with confidential issues.
 - Great sense of humour, empathy and work ethic
 - Proven ability to work to stringent deadlines
 - Pro-active and able to show initiative/ideas to constantly improve the HR and recruitment service to the business.
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Location: Mahwah, NJ

How to Apply

Please send us an updated CV/Resume (including examples of relevant previous work) and a cover letter explaining why you feel you are suited to NET-A-PORTER and this role. These should be emailed to jobs@net-a-porter.com

EOE M/F/D/V. Qualified females and minorities are encouraged to apply

NO RECRUITMENT AGENCIES PLEASE