

**SENIOR RECRUITER**

**NET-A-PORTER.COM launched in June 2000 and has since successfully established itself as the world's premier luxury online fashion retailer. With its acclaimed editorial format, express worldwide shipping to 170 countries, luxurious packaging and easy returns, NET-A-PORTER offers an unparalleled shopping experience. NET-A-PORTER.COM is the flagship brand from the NET-A-PORTER group which comprises theOutnet.com, the most fashionable fashion outlet, and MRPORTER.COM, the global men's style destination.**

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.

**Summary**

Reporting to the Global Recruitment Manager you will play a proactive role in our campaigns across all group websites in the United States. This is a fast-paced role that requires an individual with strong commercial focus and recruitment skills that are second to none.

**Responsibilities**

- Proactively source, attract and recruit candidates into our American operations hub (Distribution, Customer Care, Shipping, Finance...)
- Assist managers with development of job and people specifications
- Identify best source for candidates and initiate recruitment campaigns.
- Build and Maintain relationships with the NJ academic and professional communities and work to raise our employer brand profile in other areas through outreach work into groups, forums and events.
- 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 the NAP group 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
- Administer and carry out application responses, interviews and job offers
- Refine and improve recruitment procedures with the wider HR team.

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**Essential Skills & Requirements**

- Significant commercial recruitment experience gained in either fashion, retail, ecommerce, hospitality or agency environments
- Confident recruiter, with previous resourcing 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

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- 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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**To Apply**

Please send us an updated resume and a cover letter explaining why you feel you are suited to this role.

These should be emailed to [jobs@net-a-porter.com](mailto:jobs@net-a-porter.com)

**Location**

This role is based in Mahwah, New Jersey - though will require monthly travel to our Manhattan office and occasional domestic and international travel.

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

**NO AGENCIES PLEASE**