

In-House Recruiter

Home-based role with 2 days in the field

About dwell

Dwell is a highly exciting brand offering discerning customers contemporary, unique in-house designed furniture alongside a wide range of home accessories. We currently have 13 stores and due to our expansion plans, we will be opening a further 12 stores this year with many more to follow next year.

About the role:

This is a newly created role and the first dedicated In-house Recruiter. You will manage the recruitment for the new stores opening programme and provide recruitment support and some HR support to the business. This role will grow and develop over time in line with the expansion plans of the business.

This is a great opportunity to work in a highly successful, fun and fast-paced Company.

You will be part of a small HR team, reporting to the HR Manager. The role is home-based with approximately 2 days per week either running an assessment day in a location throughout the UK, or working in the Head Office in London Bridge.

You will manage the whole recruitment process from sourcing and selecting candidates to facilitating on the day. This will be fast-paced, high volume recruitment as we are planning to hold one assessment day per week for this year.

You will have previous recruitment experience, be self-motivated and results-focussed with exceptional organisation and time-management skills. You will have exceptional customer-facing skill and be able to represent dwell and the brand in a professional and positive way at all times throughout the recruitment process. You will be able to work to tight deadlines, to prioritise workload and have a proactive and can-do approach

Overview of the role:

- To sift CVs and carry out telephone screening and interviews for new stores recruitment
- To source and select candidates for assessment days and ensure that the required number and calibre of candidates attend each event
- To co-ordinate assessment days, including scheduling new dates, co-ordinating who attends as Assessor, booking venues and organising paperwork.
- To facilitate assessment days where required
- To provide feedback to candidates after the event
- To ensure that all recruitment documentation is completed and returned to head office for all candidates
- To assist in reviewing the process and making recommendations for improvements