

Recruiter/Talent Acquisition Specialist – Human Resources

Location: Marlow, Buckinghamshire, UK

Salary: Competitive base salary + performance-based bonus

Hours: Full Time or Part Time, to suit

Contract Type: Permanent

Experience Level: Experienced

Our Company

Founded in 2011, BAP Pharma are the fastest-growing, independently owned pharmaceutical clinical trials supply organisation, with specialist divisions in Comparator Sourcing, Secondary Packaging & Labelling and Global Storage & Distribution.

Our story is one of incredible growth and success, which has culminated in receiving many prestigious awards, such as recognition in Diversity & Inclusion and Social & Environmental and the expansion of our core operations internationally. 2020 saw the opening of a new £5 million, 24,000 sq. ft facility in Bavaria, Germany, our corporate UK headquarters relocated to a 24,000 sq. ft modern facility in Marlow in 2021 and in 2022, we will relocate our US operations to a further state-of-the-art 25,000 sq. ft premises in New Jersey, USA.

The last 2 years have seen growth of 53% and 44% in revenues and are we forecasting to post revenues in excess of £350m in 2022, giving further growth in excess of 50%. In order to support our successful growth and revenues, we are continuing to invest in our teams across the world. By the end of 2022, our global teams will have increased by more than 70% in comparison to 2021.

We are now looking for highly qualified, experienced and passionate professionals, who are dedicated to providing unparalleled customer service, to continue to drive our business forward and become a part of our success story.

Job Description

BAP has a new position for a Recruiter / Talent Acquisition Specialist, working within the HR team and reporting to the Global Senior HR Manager. This position has been created due to the exciting growth plans across our three offices within the UK, USA and Germany.

Responsibilities

- Run end to end recruitment process
- Working with stakeholders and hiring managers to understand their hiring needs across all departments in the UK, USA and German offices
- Creating and publishing adverts across a variety of job boards
- Reviewing applications and shortlisting those who meet the key requirements of the role – this would include screening candidates and holding first stage interviews
- Arrange video as well as in-person interviews
- Act as main point of contact during the recruitment process for candidates, agencies and hiring managers
- Source and develop a pipeline of available candidates
- Manage relationships with recruitment partners

Requirements

- Proven experience in recruitment/Talent Acquisition in the UK, experience in Germany and US would be an advantage
- Confident, articulate, and clear communication skills (both verbal and written) with good facilitation and presentation skills
- Strong team-player who is also capable of working independently to a high standard and ensure deadlines are met under pressure
- Proficient organisation and time management skills; ability to multi-task multiple projects and demands
- Experience of Pharma industry would be an advantage
- Must be fully aware of the sensitivity and confidentiality of the function and act with discretion
- Proficient in Microsoft Office skills and web-based recruitment boards

Competencies

- Attention to detail, accuracy and thoroughness
- Excellent communication skills
- Interpersonal awareness and sensitivity
- Flexibility and adaptability
- Tenacity
- Strong Team player

Conditions

This role reports to the Senior Global HR Manager. Additional hours may be required from time to time to meet project deadlines. You must have the ability to work under own initiative and as part of a team. Flexibility and hybrid working available.

BAP Pharma are committed to enabling a supportive work environment, which is diverse and inclusive and based on mutual respect. We are proud to employ a diverse range of employees from different cultures and backgrounds.

BAP Pharma offers comprehensive training and development programmes to employees to enable them to excel in their roles. We provide our team with a platform in which to continually progress and excel and deliver on our promises to our clients.

Our people are our greatest asset, we pride ourselves on the great experience we offer our employees – become a part of our exciting future – come and join BAP Pharma!

You can apply to this role through the BAP Careers Portal [here](#).