

**Position:** Internal Recruiter  
**Location:** Fleetwood (on-site)

We have a new position available in our People Team for an Internal Recruiter, based at our offices in Fleetwood.

You will work closely with hiring managers and to ensure a seamless hiring process, maintaining strong relationships with all stakeholders.

You will be responsible for the entire recruitment cycle, from creating job descriptions to making offers of employment and ensuring all recruitment activities comply with employment legislation.

### **Who are we?**

At Ruby Energy, we are more than just energy suppliers; we are champions of your progress, specifically tailored to empower SMEs. Our foundation is built on providing bespoke energy solutions that blend innovation with adaptability, ensuring that your business's unique energy needs are met with precision.

### **Our Journey**

Launched in 2002, we're experts in commercial utilities and we know what it takes to deliver high levels of customer service. With our Head Office in Fleetwood, Lancashire, and offices in Manchester, we are positioned to serve businesses across the UK with dedication and excellence.

### **The Ruby Way**

Ruby's values are at the heart of everything we do:

*Collaborative:* We ensure your voice is heard. We listen to our customers and strive to deliver strong, responsive customer service.

*Human:* We give a personal touch and support to our customers and each other, treating everyone with respect and understanding

*Committed:* We use innovative solutions to improve our services and always stick to our word.

We pride ourselves on delivering consistently high levels of customer service and innovative products to organisations across all industries. Our vision is to become the best independent commercial energy supplier in the country. We aim to provide contracts that are straightforward, competitive, and most importantly, tailored to your business needs.

### **Investing in the Ruby Community**

We are committed to fairness, transparency, honesty, and professionalism. By heavily investing in our people, processes, and systems, we continuously improve our customer engagement and service offerings.

### **Main Responsibilities (but not limited to):**

- Deliver a full in-house recruitment service on a range of diverse roles across the business, further reducing agency reliance by developing direct recruitment strategies
- Manage relationships with hiring managers at all levels, providing coaching and support through all stages, building a resourcing plan for each vacancy
- Develop innovative ways to attract talent to the group, sourcing candidates through multiple channels including recruitment events, job boards, CV mining, social networking and multimedia advertising

- Support the business in the development and implementation of a talent acquisition strategy
- Work with the People Team and managers to develop emerging talent pipelines for apprentices, graduate recruits, interims and placement schemes
- Screening candidates, arranging and attending face to face interviews where necessary
- Create job descriptions and adverts that reflect the company's brand and culture
- Administering tests and assessments when required
- Act as a trusted advisor to hiring managers, providing insights on market trends and best practices.
- Maintaining and providing constructive interview feedback including management of the formal offer process
- Ensuring that employment regulations are adhered to and best practice is maintained
- Maintain accurate documentation and records on all candidates
- Track and report on key recruiting metrics, such as time-to-fill, quality-of-hire, and cost-per-hire
- Participate in or organise career open days and other networking events.
- Actively contribute to the people teams project work and other duties as deemed appropriate.

#### **Skills & Competencies:**

- Previous experience of successful delivery as a recruitment consultant in agency or in-house environment
- Experienced direct-sourcing recruiter with an understanding of the recruitment industry across multiple functional areas (Sales, Operations, Support Services etc)
- Working with various Application Tracking Systems (ATS)
- Experienced with recruiting via social networks such as LinkedIn
- Headhunting and raising employers brand offering through various means
- Working in a fast-paced environment and the ability to manage a high volume of roles at all levels
- Excellent working knowledge of in-house recruitment services
- Ability to plan and organise workload, with strong attention to detail
- Proficient use of Microsoft office packages, specifically Word, PowerPoint and Excel
- Works collaboratively to deliver a superior result
- Demonstrates passion for recruitment and exceeding customer needs
- Driven towards achieving results and drives a positive impact for the business.

#### **Benefits:**

- Working hours - Monday to Friday
- Buy & Sell Annual Leave Scheme
- Employee Assistance Programme (EAP)
- Access to Employee Health Scheme
- Career development
- Employee Recognition Incentives
- Company events
- Monthly dress down days
- Tea & coffee facilities & On-site Canteen
- Local discounts / benefits.

#### **What you need to do now...**

If you would love to join us as our new Internal Recruiter, we encourage you to apply now!

Be part of our bright future and **talk to Ruby** today!