

Programs Specialist Job Description

Summary

Love what we do? Then come help us do it. Real-world work experience has never been this exciting.

The Talent Attraction Programs Team aims at attracting and engaging diverse talent to Apple through community engagement across EMEA. It targets top higher education institutions as well as online and offline communities and diversity associations. The Programs Specialist will work closely with the Programs Leader and Programs Managers to implement campaigns and solutions that will drive successful recruiting and ensure Apple's reputation as an employer of choice. Relationship skills – with candidates, hiring managers and key business partners – are vital.

Key Responsibilities & Tasks

- Partner with key business partners to develop and execute local attraction strategies
- Develop and maintain partnerships with education institutions, as well as diversity associations and communities
- Ensure and support positive employer brand image through exceptional end to end event management
- Drive awareness of career opportunities and support candidate engagement by organising and delivering webinars and virtual events
- Manage online and offline marketing for events, ensuring brand guidelines are followed
- Manage job postings on university portals and partners' channels
- Manage vendor relationships, including our logistic providers
- Work closely with hiring managers, Apple stores, field recruiting teams, marketing and operations departments
- Support the team with market mapping and research
- Support measurement of ROI
- Support effective and consistent use of project management and team collaboration softwares
- Manage candidate application channels

Location

London, UK

Candidate Requirements & Key Qualifications

- A great degree
- Some work experience, ideally acquired in the fields of HR, Recruiting or Marketing
- Good knowledge of recruiting including research, sourcing, interviewing and selection
- Ability to communicate with confidence and influence effectively your peer group, customers, and candidates
- Ability to work cross-functionally in a highly matrixed, fast paced environment
- Ability to take initiative to leverage all resources to unearth the very best talent for the job
- Experience and comfort in presenting to large scale and smaller groups
- Understanding and experience of professional networking and building and maintaining strong relationships with key business partners
- Motivation to achieve great results; the desire to succeed and deliver upon required metrics successfully
- Some knowledge of the graduate recruitment market
- Fluent in German, English + a third language is a plus

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