

Part-Time Internal Recruiter

We are building the first artificial intelligence-powered platform for drug discovery. By integrating large data, domain expertise and AI we believe we can deliver a transformation in how we discover, analyse and test drug candidates. When massive data meets AI, magic can happen. We are combining two of perhaps the most exciting technologies of this century to bring medicines to patients faster. DNA-encoded libraries meet artificial intelligence to transform how we discover and optimise molecules for preclinical drug discovery.

If you are a mission-driven individual who wants to make an impact and who believes in data and AI, then this is for you!

X-Chem has a multi-disciplinary team of experts in AI and chemistry who want to make a difference by building the best tools and technologies to advance medicine discovery. Our team in London has some of the leaders in AI in biotech and is building the Data-powered AI-first platform for drug discovery.

We have exciting growth plans, and are looking for a part-time Internal Recruiter to join us and manage our full-cycle recruiting processes.

Internal Recruiter responsibilities include identifying current and future hiring needs, advertising job openings online and sourcing top notch talent. To be successful in this role, you should have experience working in the industry in similar sectors.

Ultimately, you will help us build a strong employer brand and ensure we provide a positive candidate experience.

Responsibilities:

- Collaborating with team managers to create job ads for current openings
- Advertising job openings on careers pages, job boards and social networks (e.g. LinkedIn)
- Source candidates through online channels (e.g. professional networks and portfolio sites)
- Screen CVs and applications and update candidates on hiring processes
- Interview candidates during various hiring stages, including phone, first round and second round interviews
- Report to team managers on the status of open positions
- Evaluate candidates based on their interview and assignment performance
- Determine qualification criteria for each position
- Analyse turnover and retention rates to forecast hiring needs
- Provide interview feedback, when necessary and appropriate

Requirements and skills:

- Proven work experience as a Recruiter or similar role

- Solid understanding of full-cycle recruiting
- Strong track record sourcing and recruiting exceptional talent
- Ability to organise skills assessment centres (e.g. job simulation activities, work samples. Psychometric and IQ/EQ tests)
- Familiarity with Applicant Tracking Systems and resumé databases
- 3+ years of experience

Nice to have:

- Experience in the AI and/or the biotech sector

We Offer:

- Talented, motivated and interesting co-workers
- Intellectual challenge solving meaningful problems
- We organise ourselves in groups of small teams and there is plenty of opportunity for a high degree of ownership over different areas of the product and you will be directly exposed to all areas of the business
- Your voice will always be heard. What you do or say counts
- We are a cross-disciplinary team and come from all backgrounds and countries
- Monthly social activities
- Competitive salary and benefits
- Flexibility around remote working

Please apply with your CV to recruitment@glamorous.ai