



POSITION DESCRIPTION

Job Description : Recruitment Consultant US
Type : Full time – 6 month contracts
Location : East Coast – Indianapolis preferably
Date : Immediate

About Telix Pharmaceuticals Limited

Telix Pharmaceuticals Limited (“Telix”, the “Company”) is a Australian public Company (ASX:TLX) headquartered in Melbourne with operations in Europe, the US and Japan. Our mission is to be a leading, global biopharmaceutical Company in the field of “theranostic” radiopharmaceuticals and the Company is currently developing a mid-late stage pipeline of products in prostate, kidney and brain (GBM) cancer.

Description

Our company is growing at a fast pace, especially the commercial part of our US business. We need an experienced and motivated recruiter to support our recruitment initiatives in the US. The role will be responsible for partnering with the business to lead and deliver our recruitment requirements.

The role is based in Indianapolis, USA reporting to the Senior Recruitment Consultant in Australia and is part of the People and Culture team. The candidate is expected to work with managers and candidates across the US and with the P&C team in Australia.

Key Objective:

To contribute to the achievement of the Group’s strategic goals by delivering against our US recruitment objectives to grow and attract the best talent within our industry. The role will work with candidates and managers through the sourcing, interview and onboarding lifecycle to ensure a positive candidate experience, supporting managers in securing strong and suitable hires.

Key Accountabilities:

1. Create and implement recruitment strategies that support the ambitious growth plans for Telix which focus on candidate experience, manager upskilling and process efficiencies resulting in strong hires.
2. Manage in house recruitment processes and systems that support effective and efficient recruitment for both candidates and hiring managers.
3. Lead candidate sourcing, role advertising, screening, coordination of the interview process, facilitating offers and employment negotiations.
4. Working with hiring managers and People & Culture Manager’s to onboard new employees.
5. Develop and build a strong network within the Life Sciences / Radio Pharmaceuticals community to build relationships to support talent pooling and future hires.

6. Develop job descriptions and job specifications and ensure these are kept up to date.

Education and Experience:

- Tertiary qualifications in HR or a related discipline
- Minimum 4 year's recruitment experience
- Knowledge and understanding of recruiting and sourcing techniques
- Knowledgeable of employer branding techniques
- Experience in Life Sciences preferable

Competencies:

- Proven interpersonal, communication and relationship building skills
- Strong negotiating, conflict management and influencing skills
- Ability to build trusting relationships and rapport with our leaders and the team
- High attention to detail and an ability to work autonomously as well as part of a team
- People orientated and results driven
- Ability to prioritise competing priorities / objectives

Contact

For further details and information pertaining to compensation for the role, as well as expressions of interest, please contact Telix People and Culture at employment@telixpharma.com