



## Recruitment Resourcer Job Description

### **Role definition:**

Identify, attract and shortlist candidates for the recruitment process to fulfil the requirements of the business brief. Identify new business opportunities. Provide general administrative support to the recruitment function.

### **Job purpose:**

- Identify, attract and shortlist candidates for the recruitment process to fulfil the requirements of the business brief
- Identify new business opportunities
- Provide general administrative support to the recruitment function

### **Responsibilities:**

#### ***Identify, attract and shortlist candidates for the recruitment process to fulfil the requirements of the business brief***

- Research, identify and attract candidates using all appropriate methods to satisfy job requirements
- Write, place and update adverts in line with company procedures
- Monitor responses/applications received and make sure that candidate's applications are processed efficiently
- Qualify, shortlist and present suitable candidates against defined job vacancies
- Assist in the recruitment and selection processes by effectively liaising with the candidates and internal teams
- Initiate, manage and develop candidate relationships
- Understand and meet agreed KPIs and targets

#### ***Identify new business opportunities***

- Identify and progress leads as required
- Proactively and consistently strive to identify new candidate and client opportunities

#### ***Provide general administrative support to the recruitment function***

- Understand and support the sales process Provide first line support for all enquiries
- Provide pre-employment and compliance checks in line with company policy and relevant legislation
- Contribute to team meetings as appropriate
- Provide support to ensure that the candidates and clients receive a professional and comprehensive recruitment service at all times
- Comply with company management systems, payroll and billing policies and procedures including accurate database management
- Develop an understanding of market rates and conditions within your sector
- Seek and provide feedback in a professional manner at all times to candidates

***Operate in line with the relevant legislation***

- Accurate recording of candidate and client information on the recruitment database
- Comply with all relevant employment legislation and appropriate codes of practice
- Comply with all relevant sector specific legislation
- Comply with all relevant health and safety legislation, employee rights and responsibilities
- Seek support and escalate non-compliance where appropriate

**Person specification:*****Essential***

- Self-motivated and able to identify opportunities
- Tenacious and resilient
- Driven and determined to achieve targets and objectives
- Attention to detail and accuracy
- Ability to prioritise and escalate where necessary
- Customer focused approach
- Confident and persuasive communicator
- Demonstrable questioning and listening skills

***Desirable***

- Innovative
- Time management and organisational skills
- Appropriately presented

**In return we offer...**

- Market leading commission scheme
- Unrivalled career progression
- Quarterly team nights out
- A "Googlesque" 21st Century working environment
- Group bonus
- Regular sporting events – such as Premiership hospitality, Boxing, Golf etc
- Company car/allowance after qualifying period.
- Incentives
- Cycle to work scheme
- Pension scheme
- Xmas Shutdown
- Half day on your Birthday!