

Trainee Resourcer

Reporting to: Recruitment Advisor

Date: June 2018

Location: Borehamwood

Salary: £15,000 - £18,000

Key

Accountabilities As the resourcer you will support our Recruitment Advisor with some or all of the following;

- Searching CV platforms to find suitable candidates to fill current vacancies.
- Talking to potential candidates to establish their suitability to fill the vacancies.
- Posting job advertisements on external job boards and across social media platforms
- Preparing CVs ready to be sent out to Clients
- Sending job descriptions to Candidates
- Making sure all administration is compliant with GDPR and data protection regulations
- Ensuring that all roles allocated to yourself are worked on, keeping the Advisor up to date on progress of your searches and possible candidates

Education & Experience

- Ideally qualified to A'level / Level 3
- Maths and English GCSE at grade C or above
- Work experience in an office environment would be a significant advantage

Person Specification

- Excellent written and verbal communication skills
- A Confident telephone manner with the ability to quickly build rapport
- Attention to detail is essential as is the ability to accurately follow processes
- A proactive approach and use initiative to problem solve
- Computer literate, able to work confidently and accurately with Microsoft Office and an in-house CRM system
- Willingness to learn
- An understanding of the need for discretion and confidentiality
- A desire to deliver outstanding customer service to both candidates and clients.