

# Recruitment Resourcer

## 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:

### 1. 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

### 2. Identify new business opportunities

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

### 3. 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

Job description

“A career in recruitment provides the opportunity for reward and high earning potential”

- Develop an understanding of market rates and conditions within your sector
- Seek and provide feedback in a professional manner at all times to candidates

#### **4. 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

#### **Qualifications:**

##### **Desirable**

- A sales, business admin, customer service or HR qualification
- Level 2 or equivalent in Maths and English

#### **Experience:**

##### **Desirable**

- Previous sales, business admin, customer service, HR and recruitment experience
- Experience of relevant market sector

#### **Skills**

##### **Essential**

- Appropriate verbal and written communication skills

##### **Desirable**

- Knowledge of recruitment software or CRM systems
- Organisational and planning skills
- ICT literate with accurate keyboard skills

# Job description

Want to stand out from the recruitment crowd?

Give the IRP a call today and see how we can help you develop your career for the long term.

Call 020 7009 2100 or email [info@rec-irp.uk.com](mailto:info@rec-irp.uk.com) today.