

## Recruitment Resourcer / Administrator

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Company: Mobile Technical Staff

Location: Slough

Category: other-general

Recruitment Resourcer / Administrator

Construction Division

Working for a specialist technical & construction recruitment agency, the role is varied and includes searching, vetting & screening candidates for live roles in the construction sector. Dealing with ad response and posting compelling job adverts. The role will progress into account management and, potentially, sales. Full training provided.

### The Package

- £18,000 - £25,000 per annum (depending on experience)
- Hours of work: 08:00 - 17:00 Monday to Friday
- 22-days annual holiday
- On-site parking
- Close to Slough Town Centre

## Key Responsibilities

- Advertising for live vacancies on various Job Boards & Social Media
- Dealing with ad response
- Screening, vetting, and resourcing for candidates against live roles
- Running searches on CRM Database
- Understanding job specifications and keywords

## Personal Skills

- Excellent IT / Computer skills
- Excellent telephone manner
- Excellent listening skills
- Ability to interpret job descriptions
- Self-motivated and target-driven
- High level of attention to detail

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## Cross References and Citations:

1. Recruitment Resourcer / Administrator Bangladeshjobs Jobs Slough

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