

Recruitment Resourcer

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Company: Adecco

Location: Ashford

Category: other-general

We are extremely excited to share with you that we currently have a very rare opening within Office Angels Ashford, part of The Adecco Group. We are the largest generalist recruitment agency in the world, and due to maternity leave we are now seeking a Sales Administrator/Candidate Consultant/Resourcer, this will be a 1 year contract beginning in June which has the possibility of turning into a permanent role, you will be based at Eureka Park Ashford, Kent with our award winning team of 10, between us we have 83 years worth of recruitment experience in these 4 walls, there is constant fun, reward and work life balance always remains at the forefront of what we do.

We need a motivated, hard working and determined professional to work alongside our experienced award winning Permanent Recruitment Consultant, Nicola Hamley, this will be to support her in her day to day role. You must want a challenge, you must have the drive and ambition to be successful and be prepared to throw everything into developing a new career; as this role will need you to be very proactive. Being committed, persistent and focused is the key to running a successful desk within Recruitment.

As a Resourcer your end goal is to match candidates to our vacancies, your Recruitment Consultant needs time with their clients to build rapport/develop relationships and spend time out of the office to understand company's workplaces and cultures, therefore you will need to be their office support, these goals are met in a target driven environment. You must have good people skills in order to develop and build relationships with candidates, this will allow

you to gain a better understanding of their recruitment needs and requirements through interviewing and pre screening.

You will be required to work full time hours 8am till 4.30pm Monday to Friday and must have a full UK driving license with transport. We operate a work from home policy allowing you to be at home 2 days a week, (once fully trained), and when in the office we have free parking immediately outside.

Resourcers are a vital link between Recruitment consultants and candidates. The role is demanding and diverse, on a day to day basis the role will involve:

Qualifying candidate applications and reading CV's - sometimes up to 50-100 a day

Liaising with job seekers daily, so excellent customer service is essential

CV searching on Local and National job boards as well as platforms such as LinkedIn, to build a portfolio of candidates

Interviewing candidates face to face and virtually

Receiving and reviewing applications, managing interviews and tests and creating a shortlist of candidates for the client.

Meeting and briefing the candidate about the responsibilities, salary and benefits of the job in question.

Preparing CVs and correspondence to forward to clients in respect of suitable applicants.

Offering advice to candidates on pay rates, training and career progression.

Gaining leads and client information to pass onto the recruitment consultant so that they can sell/promote the candidates you've interviewed

Managing our social media platforms to ensure we post regularly

Creating fun and engaging adverts and posts

Collating marketing material and gifts for mailers, drop bags and gifts for clients and candidates

This is a KPI environment so you must be comfortable with targets.

In return you will have a salary of £25,000 with a monthly commission, this commission is based on your financial performance and is uncapped, there is also an annual bonus available; we also have a clear promotional structure allowing you to increase your basic

salary.

Benefits I hear you ask, firstly you will have the ability to win numerous incentives throughout the year, such as lunch at The Shard London or an overnight stay at a Spa Manor, as well as discounts galore available to be used at gyms, restaurants, retail outlets (ASOS being our favourite) and many more. We also work with 'Fabyouless' the leading beauty card giving you 25% off at venues nationwide, increasing annual leave by the year, the option to buy or sell annual leave, BUPA healthcare and childcare vouchers.

Adecco acts as an employment agency for permanent recruitment and an employment business for the supply of temporary workers. The Adecco Group UK & Ireland is an Equal Opportunities Employer.

By applying for this role your details will be submitted to Adecco. Our Candidate Privacy Information Statement explaining how we will use your information is available on our website.

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