

Recruitment Resourcer

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Company: Pertemps Banbury

Location: Banbury

Category: management

Job Title: Recruitment Resourcer (Fixed Term Contract)

Location: Banbury (close to the M40)

Position Type: Full-time, 3-month Fixed Term Contract (Potential for Permanent)

Salary: Up to £25,000 per annum (DOE)

We are currently seeking a motivated and proactive Recruitment Resourcer to join our team on a 3-month fixed term contract, with the potential to become permanent for the right candidate. As a Recruitment Resourcer, you will play a crucial role in supporting our Recruitment/Hiring Manager in sourcing and attracting top talent to our organisation.

Responsibilities:

Collaborate with the Recruitment/Hiring Manager to understand staffing needs and requirements

Utilise job boards and other online platforms to source suitable candidates

Post job advertisements online and manage responses

Screen CVs and conduct initial phone interviews to assess candidate suitability

Coordinate and schedule interviews with hiring managers

Assist with conducting right to work checks and verifying candidate documents

Maintain accurate and up-to-date records of candidate information and recruitment activities

Provide administrative support to the recruitment process as needed

Requirements:

Previous experience in recruitment or a related field is preferred

Strong communication and interpersonal skills

Ability to multitask and prioritise in a fast-paced environment

Proficiency in Microsoft Office Suite and experience with applicant tracking systems (ATS) is desirable

Excellent attention to detail and organisational skills

Positive attitude and willingness to learn

Ability to work autonomously as well as part of a team

Benefits:

Competitive salary based on experience

Opportunity for professional development and growth within the company

Supportive and collaborative work environment

This is a Monday to Friday role with standard office hours and comes with a salary of up to 25k.

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