

Recruitment Resourcer

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Company: The Job People

Location: Birmingham

Category: other-general

Recruitment Resourcer

Permanent Position

Main duties will be generating candidates, screening them for suitability of jobs available, working as part of a team.

£25k - £26k basic plus a generous bonus scheme.

This is a fantastic opportunity for the right person, who wants to make a career for themselves in recruitment.

The Job People are looking to grow and expand, open new branches and create exciting career paths for our team. We cover warehouse, distribution, manufacturing, food production, office, skilled and technical roles for both permanent and temporary recruitment. Where the candidate experience is just as important as the clients.

Working in a fast paced environment, where no day is the same - recruiting, interviewing and inducting people for many contracts. This sometimes includes off site interviewing.

Previous recruitment experience an advantage

Based in Birmingham in the Jewellery Quarter area

Working in the recruitment consultancy industry.

Duties of a Recruitment Resourcer

Generating suitable candidates

Dialling out to potential candidates from a list

Telephone interviewing people for suitability to the role

Booking people in for interviews

Checking ID and paperwork

Some off site interviewing / inductions maybe required within the role

Updating MI

Using spreadsheets

Answering the phone

Meeting and greeting people in reception

Working as part of a team

Delivering on clients and candidates expectations
Experience required for a Recruitment Resourcer

Previous recruitment experience an advantage

Interviewing knowledge - understanding client requirements

Knowledge of legal requirements for workers

Excellent communication skills, good listening & organisational skills

Pay attention to detail

Keen and enthusiastic, self Motivated

Excellent customer service skills

Resilient, can do attitude.

Driving licence preferred
Working hours of a Recruitment Resourcer:

Monday to Thursday 8am - 5pm and Friday 8am to 4pm

Pay £25 - £26k - plus an opportunity to join the bonus scheme

There will be training involved in this role, we are just looking for people with the right attitude.

To apply for the Recruitment Resourcer role please click apply

The role is based in the Birmingham in the Jewellery Quarter area

This is working in the recruitment consultancy industry

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