

Recruitment Resourcer

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Company: Rubix Recruitment

Location: Brighton

Category: other-general

The Role: Recruitment Resourcer

The Hours: Monday-Friday 09:00am-17:00pm with flexible working from home days as well.

Location: Brighton

Salary: £24,000 - £26,000 plus comms

Rubix Recruitment are looking for a dynamic and innovative candidate to join us, as we are growing at a rapid rate. This is a great opportunity for someone who wants to progress into a Recruitment Consultant.

Job role

- * Assist with the recruitment process by sourcing and screening candidates for open positions.
- * Developing long lasting relationships with both clients and candidates
- * Providing polite and professional assistance over phone, mail and e-mail
- * Answering inbound calls and dealing with queries where appropriate

- * Create, place, and update adverts in accordance with company procedures.

- * Learning how to maximise social media to advance your business network.

- * Manage the compliance associated with working in this sector.

Candidate requirements:

The ideal candidate will have a strong understanding of working within the recruitment world.

- * Previous experienced in a recruiting role

- * Positive attitude and able to handle knock backs.

- * Excellent organisational skills with the ability to manage own workload.

- * Adaptability and a proactive attitude to meet the evolving needs of a growing business.

- * Driven, motivated and activity focused.

- * Ability to work in a fast-paced environment and meet tight deadlines.

- * Be persuasive, persistent and patient.

- * Good communication skills (Oral and Written).

Benefits

- * Casual dress

- * Company events

* On-site parking

* Good commission structure

* Career progression

Job Types: Full-time, Permanent

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