

## Recruitment Resourcer

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Company: TC Personnel Ltd

Location: Chelmsford

Category: other-general

We are looking for an extremely motivated and energetic candidate to join our team as a Recruitment Resourcer. The role is to provide a recruitment service by focussing your efforts on candidate attraction. To provide regular reports and updates to the business on the progress of recruitment activity.

This is an extremely fast paced role and you'll working with a high volume of candidates at any one time, so you must be organised and driven.

### Key Responsibilities

- \* Identifying the best recruitment sources for attracting the right applicants – nationally, regionally, and locally to specific clients in hard to recruit for areas.
- \* To escalate recruitment concerns to the relevant departments, as required and in a timely manner in order to work through and resolve challenges effectively.
- \* Work in partnership with the wider business to select the best recruitment methods/activities for each role/region and initiate this in a timely manner each time recruitment is required.
- \* Draft all job ads, ensuring these are professional, consistent and in line with employment legislation.
- \* To attend the weekly pipeline meeting to update on recruitment activity for current packages and ensure all actions are aligned to current business priorities.
- \* To monitor candidate application numbers for each package being recruited for and liaise with each CCM regularly to ensure recruitment can be completed in a timely manner.

This is either part-time or full time for the right candidate. The role is office based in our

central Chelmsford location, walking distance from the train station. Part-time hours to suit but roughly 20 hours per week across 5 days

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