

Recruitment Resourcer

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Company: Hunter Dunning

Location: Chichester

Category: other-general

Recruitment Resourcer Job in Chichester, West Sussex

Are you an individual eager to learn and capable of absorbing information and processes across various communication platforms? If so, we have the perfect opportunity for you! We are a thriving business seeking an individual to join our property team as Recruitment Resourcer in Chichester, West Sussex.

Established in 2004, Hunter Dunning is a leading specialist recruitment consultancy, catering to various sectors within the property industry. As we gear up for substantial growth, we are eager to welcome two dedicated and ambitious individuals, with previous experience in an office environment, who are IT literate and comfortable on the phone, to contribute to our expanding property team.

We currently have an opening for the position of Recruitment Resourcer to support a Recruitment Consultant managing a U.S desk.

Role & Responsibilities

As a pivotal member of our team, you will be supporting a Senior Consultant and taking on the following responsibilities:

Identify, Attract and Shortlist Candidates:

Utilise various methods to research, identify and attract candidates that meet the job requirements

Create, place, and update adverts in accordance with company procedures

Efficiently manage candidate responses/applications to ensure timely processing

Qualify, shortlist and present suitable candidates for defined job vacancies

Assist in recruitment and selection processes by liaising effectively with candidates and internal teams

Cultivate and develop candidate relationships while meeting agreed KPIs and targets.

Provide General Administrative Support:

Conduct pre-employment and compliance checks adhering to company policy

Contribute effectively to team meetings and ensure the delivery of professional recruitment services to candidates and clients

Seek and provide professional feedback to candidates

Maintain accurate records of candidate and client information on the recruitment database.

Skills & Experience Required

To excel in this role, you should possess the following skills and experience:

Tenacious and resilient, demonstrating determination to achieve targets

Meticulous attention to detail and accuracy in tasks

Ability to prioritise tasks and escalate issues when needed

Customer-focused approach with strong communication skills

Proficient in questioning and active listening techniques

Qualified to at least A level or equivalent higher education level

Proficiency in Microsoft Word, Excel, Outlook and internet applications.

What You Get in Return

Joining our team comes with a range of fantastic benefits, including:

Salary of £23,500 per annum

The opportunity to earn regular and generous bonuses, rewarding your dedication and achievements

A base in a vibrant co-working space in the heart of Chichester, West Sussex

Working hours – 8.30pm

8:30am – 4pm on Fridays with potential for an earlier finish

20 days holiday + bank holidays

A day off to celebrate your birthday, acknowledging your special day

Additional day off for each additional year of service, up to 5 days, prioritising your well-being

Quarterly day off when you hit your revenue target, incentivizing excellence

Well-being package to support your mental health

A relaxed dress code to promote comfort and productivity

Free fruit and snacks to keep you energized throughout the day

Various staff treats and gifts throughout the year to bring a smile to your face

Monthly team social events for exciting team-building opportunities

Quarterly team incentives to maintain motivation

£1000 internal recruitment bonus for valued referrals

Annual Christmas party for a memorable celebration

Free parking for convenience.

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- 3. Recruitment ResourcerCinemajobs Jobs Chichester Cinemajobs** ↗

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