

Recruitment Resourcer

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Company: Adecco

Location: Chiswick

Category: other-general

Recruitment Resourcer

£23-25k salary

Based - Chiswick, West London W4

Mon - Fri 9am - 5.30pm

Immediate start

Role:

Adecco Retail in Chiswick are looking for a brand-new Resource Coordinator due to growth! This is an amazing opportunity to join a committed and thriving team in Chiswick. You will be responsible for the day-to-day resource management. Working directly with internal stakeholders and consultants to successfully fulfil resource requirements for the wider business.

Duties:

Working closely with the Recruitment team to maintain high customer service standards

Delivering a high level of customer service to all clients, candidates and colleagues

Administrative duties

Responsible for logging all new resourcing requests daily

Developing long term professional business relationships with both clients and candidates

Providing a specialist consultative service

Contacting internal stakeholders to discuss and qualify new opportunities

Reach out to internal consultants to discuss upcoming opportunities, assess suitability and availability

Confirm suitable consultants, following internal process and log accordingly

Internal Profile Management - Quality check and ensure all internal profiles and candidates are up to internal standards

Ensuring compliance is 100%

Sending and chasing references

General admin duties

Benefits:

Excellent basic salary

Opportunity to earn bonus

Career progression opportunities

Working for the world leader in recruitment

Skills:

Strong customer service skills and experience

Resource delivery consultant experience desirable

Confident on the phone, excellent telephone manner

Solid analytical and problem-solving skills and ability to rapidly comprehend complex issues

Ability to work well and independently in an entrepreneurial and fast-paced environment

Great communication skills, both verbal and written

Adecco acts as an employment agency for permanent recruitment and an employment business for the supply of temporary workers.

The Adecco Group UK & Ireland is an Equal Opportunities Employer.

By applying for this role your details will be submitted to Adecco. Our Candidate Privacy Information Statement explaining how we will use your information is available on our website.

Cross References and Citations:

1. [Recruitment ResourcerReferralrecruits Jobs Chiswick Referralrecruits ↗](#)
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