

Recruitment Resourcer

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Company: Pertemps TM

Location: Exeter

Category: other-general

Recruitment Resourcer

Exeter

Salary £18,000 - £22,000

Due to continued expansion, a fantastic opportunity has arisen with one of the region's strongest specialist recruitment consultancies.

Based in our vibrant Exeter office at the fabulous Winslade Park, you would be providing sales administration and resourcing support to successful consultants providing recruitment solutions to businesses across the South West.

We work with a diverse range of clients, including many of the market leaders in their field, enjoying high levels of repeat business; much of this is obtained via exclusive agreements. Our consultants are well reputed within their market sectors and have a supportive, successful and time served management team. Due to market growth and internal promotions, we are in need of an enthusiastic, motivated and committed employee with a flair for marketing and sales.

The Job

As a resourcer, your responsibilities and duties will include:

- Providing administrative support to recruitment consultants
- Registering and sourcing candidates
- Maximising the use of on-line recruitment resources, such as, job boards and company website - Managing advertising and marketing campaigns
- Chasing references and liaising with clients
- Assisting consultants and managing vacancies
- Lead generation
- Researching and sourcing talent for live vacancies
- Administration duties including interview confirmation, client Terms of Business and updating CVs to the database

The Person

We are looking for a confident, self motivated and ambitious individual to join our fun and driven team.

Previous experience in a sales support/administration role is essential, knowledge of working within a recruitment and/or sales environment is advantageous with the desire to progress into a consultant role.

The right candidate will be able to work in a team and have good communication skills, attention to detail and possess problem solving skills. Strong organisational and time management skills are also required and you must be IT Literate with an understanding of social media platforms.

The Benefits

This is a great opportunity for the right candidate to begin their career within Recruitment. We offer a competitive salary package, achievable commission structure, pension & share scheme, numerous team incentives, a fun working environment with access to all the facilities at Winslade Park alongside career progression opportunities through a structured development plan, if progression is on your wish list.

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