

## Recruitment Resourcer

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Company: Jo Holdsworth Recruitment

Location: Leeds

Category: other-general

Our team is expanding!

Are you looking for a new role where you can be part of a close-knit team?

Do you want to join a company where no two days are the same?

Are you enthusiastic and self-motivated? If so, this could be the ideal opportunity for you!

We are looking to appoint a self-motivated, driven and personable Recruitment Resourcer to support our permanent team in attracting and sourcing the right candidate for our vacancies. To be successful in this role you will have excellent communication skills, be able to build rapport with people at all levels, have a methodical approach and excellent attention to detail.

Who are we?

Jo Holdsworth Recruitment are the leading and longest standing independent commercial recruitment agency in Central Leeds with a budding team boasting 100+ years combined recruitment experience. We're Yorkshire-Centric and thoroughly enjoy our Northern partnerships with clients across the county (and slightly further afield too!). With 3 core divisions, each with their own solutions, the answer is always 'yes' when it comes to being able to offer commercial recruitment solutions. Established almost 20 years ago, our business has evolved

significantly with a key focus on continuous improvement at every step.

## The role of the Recruitment Resourcer

- \* Working closely alongside the permanent team to source suitable candidates for multiple commercial vacancies
- \* Monitoring job adverts and calling suitable candidates to discuss their experience and what they are looking for
- \* Keep in regular contact with candidates and ensuring the highest levels of customer service are always applied
- \* Advert writing, posting and management on our website and job boards
- \* Interviewing candidates and assessing suitability for live vacancies
- \* Working collaboratively with the rest of the team
- \* Juggling a busy workload and prioritising urgent vacancies
- \* Working towards targets and KPI's monthly

## What's in it for you?

- \* Hybrid working
- \* Great business reputation to rely on and support your growth
- \* Birthday off each year
- \* Christmas shut down

\* Quarterly team social events and incentives

\* Charity event opportunities with local charity partner

\* Career development opportunities with yearly appraisals to help support development and progression

#### Experience Required

\* Experience of working within a high volume/fast paced environment

\* Experience of working in a customer service environment

\* Excellent communication skills

\* Well organised and brilliant time management skills

\* The ability to work towards targets and KPI's

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#### Cross References and Citations:

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3. [Recruitment ResourcerKenyajobsJobs Leeds Kenyajobs](#)

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