

Recruitment Resourcer

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Company: Search

Location: London

Category: other-general

Recruitment Resourcer - Construction

London

£25,000 Per annum - OTE £32K

Are you looking for your first step into recruitment but feel unsure about where to start? Are you proactive and enjoy speaking with people? Are you interested in transitioning into sales but want to receive proper training and clear career development opportunities beforehand?

We are Search, one of the largest recruitment agencies in the UK with a revenue exceeding £220m. We are currently looking for a Recruitment Resourcer to join our well-established London office. Your primary role will be to support our Construction team with recruiting Trades & Labour candidates and placing them into our clients' vacancies.

As a Recruitment Resourcer, your primary responsibility is to find potential candidates for your live vacancies. You will do this by using job boards, social media, referrals, and our CRM system. Once you have found potential candidates, you will interview them, carry out RTW checks, and make sure that they are compliant with our system.

Providing excellent customer service to candidates is also part of your role. You will answer their queries in a timely manner and ensure that they submit their timesheets on time to ensure they

receive prompt payment.

At Search, we believe investing in our career from day one. You will have access to our award-winning training programmes and career development opportunities to help you achieve both professional and personal goals. We provide clear targets and coaching support from the moment you start with us. Additionally, you will be eligible to earn bonuses and have the chance to attend our Highflyer Incentives Programme. It includes exciting experiences such as wine and dine events, team building activities, and much more!

Why Search?

- * Award-winning recruitment agency with investment from private equity partners, H2.
- * Competitive salary and benefits including a bonus structure to reflect your performance.
- * Industry-leading training programmes to progress your career.
- * Recognition & reward, including highflyer schemes which include an annual trip abroad!
- * A clearly defined career path with two routes to a director role.
- * Tools to enable you to attract the best candidates including access to the most relevant job boards & LinkedIn Recruiter.
- * A senior management team who has a vast amount of experience, enthusiasm, and passion with 121 coaching.
- * Support teams including marketing, administration, finance, and IT.

Who are we looking for?

- * Previous experience working in a recruitment or customer service role.
- * Be able to work in fast-paced environments and to targets.
- * Have a desire to deliver exceptional customer service and progress.
- * Can influence and persuade people.
- * Be competitive, driven, and ambitious.
- * Career focused with a desire to quickly progress and be driven by success.
- * Be adaptable and willing to step outside of your comfort zone.

And what does a Resourcer do?

- * Placing adverts using industry-leading systems to relevant job boards
- * Responding to ad responses within a timely manner and scheduling interviews

- * Sourcing candidates using social media, CV databases and referrals.
- * Carrying out interviews with candidates to confirm suitability for roles.
- * Collecting compliance documentation and logging this on CRM systems
- * Placing candidates into temporary placements across London
- * Managing the candidate's absence, hours, and payroll ensuring they are paid weekly.

To find out more, click apply today!

Search is an equal opportunities recruiter and we welcome applications from all suitably skilled or qualified applicants, regardless of their race, sex, disability, religion/beliefs, sexual orientation or age.

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