

United Kingdom Jobs Expertini®

Recruitment Resourcer

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Company: Horizon Recruitment Solutions

Location: Manchester

Category: other-general

Resourcer

Manchester City Centre

Full Time – Perm

Salary £22-£24K per annum - OTE £35k first year

37.5hrs per week

My Client is a leading recruitment agency and has a proven track record of supplying candidates to some of the world's best-known companies.

We are looking to recruit a Resourcer to work from their Headoffice in Manchester. Work directly with leading, high billing Recruitment Consultants to support and assist on key accounts.

This professional team works directly with the leading companies and maintains close relationships with the most respected and prestigious companies whereby delivery of a high level of service.

Job Description:

Resourcer

The ideal applicant will be an experienced Resourcer who can maintain and build strong relationships with candidates and clients alike. Attention to detail and high levels of strong communication.

- Fill live jobs with candidates who have been fully vetted
- Request certificates for candidates and add them to their files
- Stay updated on industry trends
- Create and send assignment details to candidates
- Formatting CVs/Creating candidate profiles
- Update candidate records
- Register new candidates who are looking for work

Competency and Knowledge Base

- Flexible and adaptable
- Attention to detail
- Good organisational and administrative skills
- Ability to prioritise
- Ability to work to deadlines

- Attention to detail and accuracy in work
- Able to build strong relationships with candidates and clients
- Excellent communication skills
- Good problem-solving skills

Benefits include,

- * Excellent salary and commission
- * Fast-track promotion opportunities
- * Summer and winter events
- * Flexible working
- * High achievers club

Plus much more

Further details will be provided upon application

Please get in contact to have an informal chat

Horizon Recruitment Solution Ltd is an equal opportunities employer and is acting as an employment agency for this vacancy.

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Cross References and Citations:

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