

# United Kingdom Jobs Expertini®

## Recruitment Resourcer

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Company: Smile Education Recruitment

Location: Manchester

Category: other-general

Have you considered a role in recruitment but not interested in business development? YES

Would you like to be part of a multi time awarded 'Recruitment Company of the Year'? YES

Here's an opportunity for you to join an award-winning educational recruitment agency as a Recruitment Resourcer; you'll receive a competitive base salary, commission, an opportunity to complete an industry-recognized qualification, and a clear path for career advancement.

### WHO WILL YOU BE JOINING?

You will be an integral part of a multi time award winning 'Recruitment Company of the Year' as announced by APSCo and 'leading recruitment agencies' as announced by the Financial Times boasting over 200 years recruitment experience.

You will be joining a small but successful and growing team in Manchester of 5, boasting over 25 years' experience between them, who offer a hybrid working environment utilising a city centre office and home-based virtual office. You will be reporting to, supporting and learning from an industry top performing Recruitment Consultant, we offer a bespoke and tailored learning and developing programme and also promote an emphasis on self-learning and development and accountability; recruitment is all about attitude, hard work and determination!

As a member of our team, you can join various committees that focus on community and

charity work, diversity, equity, and inclusion (D, E & I), mental health and well-being, and don't forget the annual, paid for, overseas conference!?

## WHAT IS YOUR ROLE?

As a Recruitment Resourcer, you will be working and supporting a top performing Recruitment Consultant, helping find and build a pipeline of candidates to work in roles such as Teaching Assistants and Teachers across the North West.

You will need to be resilient and tenacious with communication skills, being able to build natural relationships and not shy to pick up the phone for actual conversations, as this is key to any success. You will be a solution focussed problem solver, able to think on your feet; you must be reactive as the consultant you will be supporting is busy with ever changing priorities; being self-motivated and goal orientated is essential with the ability to work under pressure regularly and working very closely as part of a team which will include 1-2-1 virtual office days.

This role offers hybrid working split between the office and remote, so flexibility is on offer for you.

## WHAT WILL YOU BE RESPONSIBLE FOR?

Achieve set KPI's and targets on a weekly basis with the support of your colleagues

Recruiting staff and using various techniques to do so, including writing adverts, sourcing using online boards, creating a strong social media presence and head hunting

Conduct telephone, virtual and face to face interviews with candidates

Format CV's to be sent to clients in a professional way

Work alongside the specialised compliance and admin team to ensure the candidates are fully compliant to work

Support your lead consultant in recommending candidates and filling open vacancies

## ARE YOU IDEAL FOR THIS ROLE?

Previous recruitment/resourcing experience

Not phone shy

Comfortable working in a pressurised, targeted, busy and fast paced environment

Solution focussed problem solver

Team player as well as being comfortable in 1-2-1 environments

Investigative in nature, experience of asking open questions, getting people to talk about themselves

Confident in verbal communication with all levels of people

Professional, sociable and friendly

Committed, self-motivated and reliable

Excellent attention to detail

Stable work history, be able to explain reasons for leaving previous positions

#### WHAT WILL SOME OF YOUR BENEFITS BE?

Realistic OTE of up to £27k

Uncapped commission from day 1

A bespoke and tailored learning and development programme and direct mentorship of an industry leading Recruitment Consultant

An invitation to earn an industry-recognized Recruitment Diploma

A lunch break EVERYBODY takes, not a benefit, but an expectation!

24 days holiday rising to 29 days plus all Bank Holidays

Your birthday off!

Annual overseas conference for EVERYONE in the business (previous locations have included Barcelona, Ibiza and Mallorca)

4pm finish EVERY Friday

Split working week between home and modern city centre office

On site modern gym with extended lunch break to 'freshen up'

Chance to join our committees

#### WHAT ARE YOU WAITING FOR?

Please send your cv to (url removed) and call me on (phone number removed)

We are committed to safeguarding children. Each applicant will be expected to undertake

compliance checks including Prohibited list, Barred list, DBS and Qualifications.

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