

Recruitment Resourcer

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Company: Recruita

Location: Sheffield

Category: other-general

Are you looking for a part-time role within the Recruitment Industry? This opportunity offers flexible working - around 20-25hrs per week supporting a team of three Industrial bias recruiters who are run off their feet!

The office culture is supportive, friendly and with a strong team ethic where you all pull together to provide a first class service to all clients and candidates. You will be assisting with the running of a busy temp plan which provides immediate need to supply temporary workers at sometimes what can be a very demanding timescale. This means every day is different and your support is paramount and plays a vital part of their success.

You will be involved in registering candidates, obtaining reference, RTW documents, placing job adverts on various platforms and ultimately gaining candidate availability to fill as many shifts as is possible - without the need to back-fill, ensure a great success rate - first time, every time.

This is a quick paced environment which needs a great listener, a keen eye for detail and sharp mind set to be reactive and on - the - ball whilst been positive, helpful and supportive with an outgoing, friendly and approachable manner.

Applications are invited from experienced administrators/support staff who are used to demanding working environment which are forever-changing. If you already know temp

recruitment processes & legislation and all the responsibilities, this is advantageous. Key IT skills, organisation and communication skills are all needed to aid your success.

There is free parking right outside the office as the office is on a modern business park on the outskirts of Sheffield Centre. Which days/hrs you can work can be flexible and considered on a case by case basis - we are looking for 20-25hrs roughly and a salary equivalent to around £15ph hr plus discretionary bonus and benefits. If you would like to know more please get in touch.

Successfully shortlisted applicants will be contacted within 24hrs. Recruta Ltd is a Recruitment to Recruitment Consultancy. You can take reassurance from our recommendations on our website and LinkedIn profile. We recruit recruitment professionals Nationwide across all sectors, blue/white collar, temp and/or perm at all levels from Account Coordinators to Director level.

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