

Recruitment Resourcer

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Company: Access Employment SW Ltd

Location: Torquay

Category: other-general

Here at Access Employment, we take the hard work out of recruitment and make placements based on YOU and your skills, not just a CV! Our team are dedicated to ensuring that our clients and candidates alike find the solutions they've been waiting for.

Due to continued success, Access are on the lookout for a Recruitment Resourcer to support the ongoing growth of the business through effective candidate placement and administrative support. The successful candidate will have experience in identifying, attracting and shortlisting candidates to fulfil client requirement, as well as a general understanding of the overall recruitment process.

Responsibilities

Research, identify and attract candidates using multiple methods and tools in order to fulfil client recruitment requirement.

Write, publish and update job adverts in line with company standards and procedures.

Manage job applications and responses received, ensuring candidate information is processed accordingly and in-line with UK GDPR

Conduct phone interviews to qualify and shortlist candidates

Support recruitment and selection procedure through effective communication with candidates and internal teams

Manage and further develop candidate relationships

Carry out pre-employment and compliance checks in line with company and client and legislative guidelines

Develop a strong understanding of market rates and trends within the construction industry

Requirements

Previous experience in sourcing and recruiting candidates

An ambition to succeed, meeting set targets and objectives

Ability to work autonomously, as well as part of the wider team

To be self-motivated, able to prioritise and manage own workload accordingly

Confidence in telephone and written communications

Strong listening and questioning skills

Able to work well in a fast-paced environment

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Cross References and Citations:

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3. Recruitment Resourcer [Astronomyjobs Jobs Torquay Astronomyjobs ↗](#)
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