

Recruitment Resourcer

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Company: HAMILTON ROWE RECRUITMENT SERVICES LTD

Location: Tower, Greater London

Category: other-general

Trainee Recruitment Resourcer - Facilities Management Sector - £22,000 to £25,000 +
Commission - Fenchurch Street, London

Are you looking for an exciting opportunity to take the first steps in your recruitment career as a Trainee Recruitment Resourcer?

Would you like the support of friendly, experienced consultants who will support you every step of the way in your recruitment career?

HamiltonRowe Recruitment Services are a rapidly expanding recruitment company, who have a hard working, friendly team that work closely together to deliver an exceptional service to both their candidates and clients.

As part of our expansion plans, we are looking for the newest member of our team, to support our experienced consultants in sourcing the very best candidates in the Facilities Management market.

What's in it for you?

Full support and training from an experienced team of consultants, where you will learn the fundamentals of recruitment whilst enhancing and developing your skill set every step of

the way throughout your career.

Exposure to and working with the best talent in the market, supplying building services engineers to some of the countries and world's leading companies within the Facilities Management sector.

A clear and progressive career path, to move through the ranks within a highly rewarding business.

Growing with a recently formed startup company who have huge ambitions for their staff and the company for the years ahead.

Monday to Friday 8:00am - 5:00pm

Quarterly & Annual Incentives

25 days annual leave + Bank Holidays

Pension

Excellent training, development and support for career progression The role:

Working in unison with our team of consultants to fully understand job specifications and the clients requirements.

Contacting prospective candidates via the phone, email, social media and screening candidates for their suitability/fit for the role.

Undertaking face to face meetings with candidates as well as video meetings.

Formatting CV's for submission to clients.

Updating the HamiltonRowe CRM system, to ensure that candidates are tracked and managed throughout the recruitment process.

Providing prompt and concise feedback to candidates throughout the application process.

You:

A real people person - Someone that enjoys working as part of a tight knit team, with a genuine care for the candidates that we represent and their experience throughout the process.

Excellent communication skills. Keeping candidates up to date with the application process every step of the way from initial contact right through to interview arrangements and interview feedback.

Strong attention to detail and well organised

Good Microsoft Office Word skills

Inquisitive mind

A true team player

Enjoys having fun

Ability to use own initiative

No recruitment experience required - Full training and support will be provided to the right candidate. Paying between £22,000 to £25,000 per annum + Commission, please get in touch with us today to learn more about the role on offer and to find out why it could be the perfect career move for you.

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Cross References and Citations:

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