

Recruitment Resourcer

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Company: Pro Insurance Solutions Ltd

Location: United Kingdom

Category: business-and-financial-operations

The Vacancy

Pro currently has an exciting opportunity to join the team as an in-house Recruitment Resourcer.

Working with the US HR/Recruitment Manager, the role holder will play a key role in Pro's US recruitment, advertising, administering and sourcing high caliber candidates for our US vacancies.

This role would suit somebody with experience in a similar role or somebody with experience gained working in a recruitment agency who is looking to move to an in-house position.

Pro operates a remote working policy, and the successful candidate can therefore be based anywhere in the US.

Key Responsibilities:

Proactively network and headhunt to discover passive candidates who align with Pro's role requirements.

Monitor screen and respond to applicants in a timely manner.

Utilize resume databases and professional networks to conduct extensive candidate searches, ensuring a thorough and comprehensive approach.

Maintain accurate recruitment/candidate data to enable a clear picture of the candidate market to be established.

Post and maintain job listings on both Pro's own website and across a variety of job boards and networks.

Conduct initial candidate screenings to evaluate candidate suitability.

Managing multiple recruitment processes (roles) simultaneously and effectively.

Present career opportunities, and Pro's brand compellingly to prospective candidates.

Skills and Experience

Experience of sourcing candidates for entry level and complex roles using multiple channels (Insurance sector knowledge would be an advantage).

Previous experience of conducting initial phone screenings, arranging and coordinating interviews.

Experience of posting and maintaining job listings across multiple channels (Job boards, social and professional networks and company websites)

Previous experience of using LinkedIn Recruiter.

Proven ability to communicate in an effective and timely manner with managers, candidates and the wider team/business

Strong organization and time-management skills to balance multiple responsibilities in a fast-paced environment.

Diligent data management accurate recording of candidate data, interview notes, and profiles

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