

Resource Management Specialist

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Company: Gi Group Operations

Location: Peterborough

Category: other-general

Join our team in Peterborough as a Resource Management Specialist!

Location - Peterborough

12 months fixed term contract

Salary up to £27k dependant on experience

Must hold a valid UK drivers license

The Resource Management Specialist will be an enthusiastic team member and will integrate into our busy, fast-paced environment. The right candidate will have the ability to develop existing relationships, offer excellent account support and resource effectively up-keeping the high standards our clients expect from us.

Below are just some of our amazing benefits

Generous Annual Leave - 25 days rising with service to 30 days

Your birthday off

Holiday purchase scheme

Flexible start and finish times

Flexible Bank Holidays

Work from anywhere - up to four weeks a year

Healthcare / dental / glasses & eye tests / alternative therapies / flu jab

IVF flex & support

Menopause flex - paid HRT treatment

Income protection insurance - Providing you with support and assistance when you need it most

Life insurance

Industry leading training

Career Pathway programme

Paid time off to volunteer / move house

Plus so much more!! #morethanwork

At GI Group, we believe in the power of diversity and inclusion to drive innovation and success. We are committed to creating a workplace where everyone feels valued, respected, and empowered to thrive.

Main Responsibilities

·Place adverts that are creative and innovative on various job boards and social media to maximise attraction

·Screening and interviewing candidates providing information and comprehensive advice on the recruitment process and the job role applied for

·Candidate registration

Attending site inductions

·To provide local support on candidate attraction campaigns by carrying out face to face registration days and attendance at jobs fairs

- Completing relevant candidate identity and Right to Work checks

- Through good interpersonal skills, build and establish effective working relationships with our internal colleagues to liaise on resourcing requirements, applicant progress and activity

- Displays ownership and accountability to ensure all candidate vetting is submitted correctly and meets customer standards and employment legislation

The Ideal Candidate

- Excellent communication skills, with candidates, clients and our internal colleagues

- Excellent attention to detail

- Be flexible, as client demands and needs change daily

- Positive can-do attitude

- A self-motivated individual with a desire to succeed

- The ability to contribute to a positive team environment

- A commitment to service excellence

- Excellent Organisation skills

- Target driven

Gi Group iCIMS is acting as an Employment Agency in relation to this vacancy.

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