

Resource Management Specialist

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Company: Gi Group Operations

Location: Spalding

Category: other-general

Resource Management Specialist

Salary up to £26k depending on experience

Location - Spalding

Must hold a full 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.

What our Employee Promise does for you

- Generous Annual Leave - 25 days rising with service to 30 days
- Your birthday off
- Holiday purchase scheme

- Flexible Bank Holidays
- Work from anywhere - up to four weeks a year
- Healthcare / dental / glasses & eye tests / alternative therapies / flu jab
- Breakfast club
- Enhanced Maternity, Paternity & Adoption Pay
- IVF flex & support
- Menopause flex - paid HRT treatment
- Employee Assistance Programme
- Responsibility, Neurodiversity

Plus so much more!! #morethanwork

Main Responsibilities

- Place adverts that are creative and innovative on various job boards and social media to maximise attraction
- Screening / interviewing candidates providing information and comprehensive advice on the recruitment process and the job role applied for
- Registering candidates
- 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
- Completing progress updates daily through effective pipeline management to provide a detailed and precise update to monitor fulfilment and highlight any recruitment risks
- 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.

Cross References and Citations:

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