

## Resourcer

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Company: Round Recruitment

Location: Nottingham

Category: other-general

Fantastic opportunity to joining our established and growin client in the centre of Nottingham. As a Recruitment Resourcer, you will play a crucial role in supporting the companies recruitment efforts by sourcing, identifying, and engaging potential candidates. You will work closely with the recruitment team to ensure a smooth and efficient hiring process.

### Responsibilities:

- Conduct lead generation activities to identify potential candidates for various job openings
- Utilise various platforms and tools such as CRM, ATS, Job Boards, Linked in.
- Screen CV's and applications to identify qualified candidates
- Conduct initial phone screenings to assess candidate suitability and interest
- Coordinate and schedule interviews between candidates and hiring managers
- Maintain accurate and up-to-date candidate information in the CRM system
- Assist with the preparation of job descriptions and posting job advertisements on relevant platforms
- Support the recruitment team in various administrative tasks as needed

### Requirements:

- Previous experience in recruitment or talent acquisition is preferred - min 6 months
- Familiarity with recruitment software and tools such as ATS (Applicant Tracking System), CRM systems, Job Boards and Linked in.
- Strong communication skills, both written and verbal

- Excellent organisational skills with the ability to prioritise tasks effectively
- Proficient in using social media platforms for candidate sourcing and engagement
- Ability to work independently as well as collaboratively within a team environment

This is a fantastic opportunity to join an established and growing team in the centre of Notts.

This role would ideally suit someone with industrial or construction background or from a fast paced sector. The person must be motivated, organised and want to progress. With of course a great personality and excellent work ethic

Round Recruitment are operating as a Recruitment business when hiring for permanent roles

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