

Resourcer

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Company: Pertemps Reading

Location: Reading

Category: other-general

Resourcer

Pertemps Reading are looking for Resourcers to work in our office based on Basingstoke Road!

As a Resourcer, you will be responsible for:

- Shortlisting candidates for interview
- Record and monitor the candidate application process
- Plan and prioritise all campaign recruitment activity
- Speaking with client hiring managers to build and develop relationships
- Advertise vacancies

To be considered for this Resourcer role, you should possess the following:

- Excellent verbal and written communication skills
- Great customer service skills
- Self-motivated and target driven personality
- Ability to work well under pressure and to deadlines
- Basic understanding of MS Excel

If you are interested in this Resourcer role, please apply.

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