

Resourcer

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Company: Academics Ltd

Location: Rochester

Category: other-general

Resourcer

Academics is a leading national academic jobs agency, specialising in the recruitment of permanent, long term and daily supply teacher jobs and education support staff for vacancies in Children's Nurseries, Primary Schools, Secondary Schools and Further Education establishments. We also have a dedicated team who work with both Mainstream and Specialist schools for Special Educational Needs.

Are you looking for a career in recruitment? Would you like to join a company that offers training, support, progression, opportunity and professional development where the average tenure of staff is 4-5 years? If so, keep on reading!

Academics Rochester are looking for a resourcer to join their established team. As a resourcer you will be required to do the following;

Upholding a high level of customer service at all times

Proactively identifying and building relationships with suitable candidates (posting job adverts, applicant registration and transition through compliance, responding to applicant queries, sending invitations to interviews)

Supporting every candidate through the full on boarding process as efficiently, effectively and professionally as possible both via phone and face to face (registration,

interview, compliance etc)

Maintaining excellence in safeguarding with each registration

Upholding a high level of customer service at all times

Generating leads for the Recruitment Consultants

Ensure the Recruitment Consultants are kept up to date with the progress of candidate applications
What we are looking for in a resourcer....

Excellent communication skills - both written and verbally

Excellent attention to detail

Comfortable in a fast-paced environment

Personable and outgoing

Professional approach

High levels of customer service

Excellent organisational and time management skills

Willingness to learn and develop new skills

Self-motivated with a strong desire to succeed in your career

Start date: April/May 2024

Pay: £(phone number removed)

Benefits: Excellent commission scheme, reduced hours during school holidays, 27 days annual leave and excellent working environment.

If you are interested in this resourcer opportunity and a career in education recruitment then make sure you apply today!

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