

Resourcing & Customer Service Assistant

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Company: Commercial Services Group

Location: United Kingdom

Category: office-and-administrative-support

Resourcing & Customer Service Assistant

£25,000pa

Hybrid/Reigate, Surrey

This role is an initial 12 month FTC.

Connect2Surrey are looking for an enthusiastic individual with a strong work ethic looking to kick start their career within the recruitment industry.

This is a fast-paced coordination role so we are looking for someone with excellent interpersonal and organisation skills that is driven to succeed in a competitive market where no two days are the same.

Although this role offers a hybrid working approach, you will be required to come into their Reigate based office a minimum of 2 days per week. Due to the nature of work being carried out it is essential to have a Full UK Driving License and access to your own vehicle.

The busy Connect2Surrey team work between the hours of 08:30am – 16:30pm and 09:00am – 17:00pm rotational.

In return we will offer you -

25 days holiday, plus bank holidays

Never work a birthday again! You receive an extra day off for it to enjoy however you wish!

Generous discount scheme, including gym and retail

Life assurance cover

Health cash plan initiative

A culture of progression and development

Plus many more perks

Key duties -

Select suitable candidates from applications received, screening candidates over the telephone and face-to-face

Post adverts and proactively source candidates using available media such as job boards, social media, internal databases, job fairs and referrals

Manage the candidate flow between the external agency supply chain and hiring managers

Input all relevant information relating to vacancies, candidate submissions and workers onto the Connect2Surrey systems

Have an awareness of the market in which you operate and seize opportunities to grow our candidate base particularly in difficult to fill and niche sectors

What we need from you -

Confidence when interacting with a wide variety of audiences in person, on the telephone and via email

Previous experience in an administrative/coordination post supporting teams

The ability to multitask and deliver accurately in a past paced environment

Confident use of social media platforms

Strong IT skills, particularly Microsoft Word and Excel

About Connect2Surrey

Connect2Surrey is a joint venture partnership between Surrey County Council and Commercial Services Group who have considerable experience in the temporary and contract agency recruitment industry in the public sector.

About Commercial Services Group

Commercial Services Group (CSG) is the largest, local authority-owned trading company (LATCO) in the UK, wholly owned by Kent County Council. CSG generates over £800m in revenue per annum and provides services to over 16,000 education and public sector customers globally.

CSG is striving to be recognised as the global leader in Education and Public Sector services, currently operating in 86 countries, with 1,800 staff across 25 trading brands, providing expertise ranging from: HR Services, IT Services, Energy, Education Resources, Procurement and many more.

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