

JOB DESCRIPTION

JOB TITLE: Resourcer

KEY ACCOUNTABILITIES: To identify candidates in line with 752 account manager needs and as directed by resource manager and or acc mgr

Drive to Achieve

- To work to deadlines and KPI's
- Awareness of client service level agreements and to be flexible to deliver to the clients within short timescales and specific deadlines

Relationship Building

- To identify sales opportunities for the team/perm unit through building candidate relationships and generating leads
- Build, influential candidate relationships within niche marketplace
- To assist the Consultant in maintaining client relationships by phone or face to face and provide an additional point of contact in the acc mgr/cons absence

Organisational Skills

- To support the full recruitment process life cycle for all client opportunities, including:
 - Database search
 - Networking / referrals / lead generation
 - Resourcing of candidates
 - Publication of relevant advertising on internet job boards
 - Qualification of candidates
 - Submission of candidates
 - Conducting candidate interviews with consultant
 - Arranging client interviews when required by consultant
 - Controlling candidates
- To filter out unsuitable candidates through interviewing and screening according to the client's requirements and agreed service levels
- To manage any advertising responses and give feedback to unsuccessful candidates.
- Where required, write up full interview notes to be presented to the client
- To report on personal activity and achievement on a weekly basis, where necessary and in line with client specific SLA's
- Ensure that Database is used to its full potential, maintaining the quality.