Job Title: Resourcer

Location: London

Salary: £22,000 - £25,000 per annum

Contract Type: Full-time, permanent

We are a fast-growing recruitment consultancy, specialising in the IT sector, and we are seeking a Resourcer to join our team in London. As a Resourcer, you will be responsible for sourcing and attracting high-calibre candidates to fill our clients' vacancies.

Key Responsibilities:

* Use a range of techniques to source and attract candidates, including job boards, social media and networking events
* Screen CVs and conduct telephone interviews to assess candidates' suitability for roles
* Build and maintain relationships with candidates, providing a high level of customer service throughout the recruitment process
* Maintain accurate and up-to-date records of candidate activity on the company's recruitment database
* Support the Recruitment Consultants with the end-to-end recruitment process, including scheduling interviews and preparing candidate profiles
* Continuously review and improve the resourcing process to ensure it is efficient and effective

Requirements:

* Previous experience as a Resourcer, ideally within the IT or recruitment sectors
* Excellent communication and interpersonal skills, with the ability to build and maintain relationships with candidates at all levels
* A results-driven and proactive approach, with the ability to work in a fast-paced environment
* Strong organisational and administrative skills, with the ability to manage multiple tasks simultaneously
* A keen eye for detail and the ability to spot potential candidates
* A degree in a relevant subject area is desirable

If you are a motivated and proactive Resourcer looking for a new challenge, we would love to hear from you. Please submit your CV and a cover letter detailing your relevant experience and qualifications.

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