



Job Description –Day Webster LTD

Job Title: Resourcer

Reports to: Candidate Acquisition Manager

Responsible for: Candidate generation

Based at: Unit 105, Sterling House, Langston Road, Loughton IG10 3TS

Job Purpose: To build a pipeline of new candidates, to be able to assess if they are quality candidates and they meet our guidelines to pass our compliance.

Key responsibilities:

- ❖ To help create new ways to attract locums to the business
- ❖ To build a good understanding of compliance and how the business works
- ❖ understanding of our system and how a candidate file should be reflected on there
- ❖ Good self time management
- ❖ Building relationships internally and externally
- ❖ Taking initial face to face registrations with candidate
- ❖ Chasing and helping candidates with their registration
- ❖ High attention to detail

Skills Required:

- ❖ IT skills, be able to use an excel spreadsheet
- ❖ Self motivated
- ❖ Target driven
- ❖ Positive, can-do attitude
- ❖ Willingness to learn

Desirable:

- ❖ Sales/customer service or similar background
- ❖ People person
- ❖ Thinks outside the box
- ❖ Leadership skills