



Job Description –Day Webster LTD

Job Title: Senior Resourcer

Reports to: Candidate Acquisition Manager

Responsible for: Candidate generation

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

- ❖ **Outline of role:** To recruit new candidates for the company. Telephone/email/face to face based generating new candidates by calling and qualifying them for placement, face to face with new candidates that have been registered in the office meeting and assisting with the compliance process. Attendance at candidate open days will also be required. To support the team leader, Manager and senior management team with training, general admin duties, alignment with company values and goals.

Key responsibilities:

- ❖ Responsible for candidate generation in a specific area or speciality and/or nationwide
- ❖ Hitting individual targets and KPIs, as well as helping the team achieve theirs
- ❖ To have a good understanding of our wider company departments, how they link in with ours and growing internal relations with key members of staff and clients.
- ❖ To build a good understanding of the compliance process and how to qualify candidates to ensure they can meet contract compliance standards.
- ❖ Develop a strong understanding of our IT systems
- ❖ Building relationships with other teams within the company to develop understanding of areas that require candidate generation
- ❖ Knowledge of local clients in each area of the UK and targeted candidates within.
- ❖ Meeting candidates face to face at the point of initial registration in the office
- ❖ Following up candidates that have partly completed the registration process to maintain interest
- ❖ Meet and greet candidates at candidate generation day, assisting with the set up and running of the days, assisting with administration in the office following an open day
- ❖ To help and assist the team leader with daily and monthly figures including call stats
- ❖ Organising weekly rotas
- ❖ Keeping the KPI board up to date
- ❖ To help and assist with recruitment of staff, including training and inductions
- ❖ Manage the team when team leader is not in the office
- ❖ Feedback and report any issues regarding the team to the team leader
- ❖ Any other duties that may arise to help assist with your team leader.

Skills Required:

- ❖ Excellent communication skills both on the telephone and face to face
- ❖ Ability to learn and understand the requirements of the business
- ❖ Good IT skills, Data entry, Excel, Word, Outlook
- ❖ Must be self-motivated and target driven

- ❖ Must have great admin and organisational skills
- ❖ High attention to detail
- ❖ Ability to work well under pressure
- ❖ Be able to multi- task and have good time management skills
- ❖ be driven to succeed on a personal level and supporting the team
- ❖ positive, can-do attitude, willingness to learn

Desirable:

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