**Job Description –Day Webster LTD**

**Job Title:** Apprentice Resourcer

**Reports to:** Resourcing team leader

**Responsible for:** Candidate generation

**Based at:** Unit 103a, Sterling House, Langston Road, Loughton IG10 3TS

* **Outline of role:** To recourse new candidates for the company. 80 % of the role will be telephone based generating new candidates by cold calling and qualifying them for placement 20% of the role will be face to face with new candidates that have been registered in the office meeting and assisting with the compliance process. Occasional attendance at candidate open days will also be required. Also to support the team leader and team with training and general admin duties.

**Key responsibilities:**

* Responsible for candidate generation in a specific area or speciality
* Hitting individual targets and KPIs, aswell as helping the team achieve theirs
* 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
* Meeting candidates face to face at the point of initial registration In the office
* Following up candidates that have part 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
* Confident
* Be able to multi- task and have good time management skills
* be driven to succeed on a personal level and supporting the team