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Recruitment Resourcer, Harrow On Hill, London

Description

Business Recruitment Resourcer Vacancy

We are recruiting for a full-time Recruitment Resourcer to join our friendly team in our Harrow on the Hill office.

ABOUT YOU

We are looking for a Recruitment Resourcer with a keen eye for detail, a strong work ethic and lots of motivation and enthusiasm!

- Resourcing candidates for vacancies using job boards database
- Preparing interview paperwork and assessments
- Assist in the setting up and facilitation of assessment days
- Developing strong relationships with the key contacts
- Assisting with the drafting of job specifications and job adverts
- Maintaining candidate files both electronically and using the paper filing system
- Maintaining knowledge and understanding of company HR policies and procedures
- Obtaining constructive feedback from hiring managers

Previous experience in recruitment is beneficial. We have immediate availability for this role.

Hours of work: Monday to Friday: 9am – 6pm

Salary – £21,000

To apply for this Recruitment Resourcer opportunity, click apply now below.

Employment Type

Full Time

Beginning of employment

ASAP

Duration of employment

Temporary

Industry

Construction

Job Location

Harrow On The Hill

Working Hours

9 AM – 6 PM

Base Salary

£ 21,000 - £ 21,000

Date posted

21st June 2019

Valid through

31 July 2019