**Apprentice Recruitment Resourcer (London EC3A)**

**REF: VO**

**Apprenticeship summary**

**Apprenticeship standard Recruitment Resourcer Level 2**

**Annual wage - £13,312**

**Working week - Monday - Friday between 8.00am - 5.00pm (40 hours a week)**

**What will the apprentice be doing?**

***Seeking a dynamic, passionate, customer driven individual who strives in working in a fast paced and target driven environment. The role includes advertising vacancies in a wide range of media, using candidate databases to find the right person for the client, receiving and reviewing applications and headhunting suitable candidates***

* Sourcing candidates through existing database, job boards, advertising, social media, and referrals
* Formatting candidate CV’s
* Sourcing suitable permanent vacancies from a range of clients
* Working towards daily/weekly/monthly target, responsible for delivering on set targets
* Mapping of new clients’ names, job roles, contact details
* Headhunting suitable candidates for specific roles
* Selling current roles, we have to candidates
* Creating a key contacts list who will use you on an ongoing basis – building up a list of contacts who you have a rapport with and use Networking staff within your market
* Using relevant social media tools such as LinkedIn to generate candidates and business

**What training will the apprentice take and what qualification will the apprentice get at the end?**

Full training will be given leading to a recognised Level 2 Recruitment Resourcer Apprenticeship Standard Qualification

You will complete the mandatory qualifications as follows:

* Level 2 Certificate in Recruitment Resourcing
* Level 2 NVQ Certificate in Recruitment Resourcing

Full on-the-job training will be delivered by Invictus Recruitment Limited

Functional skills if required

Off-the-job training will be supported by our Training Provider – Davidson Training UK Ltd

You will also complete the Functional Skills in maths and English up to and including Level 2 (if you already do not hold the equivalent) All training will be delivered within the workplace during working hours

**What is the expected career progression after this apprenticeship?**

Progression onto a Recruitment Consultant after successful completion of apprenticeship.

**Desired skills and personal qualities**

* Communication skills
* Attention to detail
* Organisation skills
* Customer care skills
* Problem solving skills
* Administrative skills
* Number skills
* Logical
* Team working
* Initiative

**Qualifications**

* GCSE or equivalent English (Grade A\*- C (1-4)) desirable
* GCSE or equivalent Maths (Grade A\*- C (1-4)) desirable

**About the employer**

We’re proud to be part of Vivid Group, a leading recruitment service designed to be specialists in our markets. We cherry-pick our team to ensure they not only meet your expectations in industry knowledge but also because they are brilliant to work with. Think of us as your recruitment guardians.

<https://www.vivid-optical.co.uk/>