**Apprentice Recruitment Resourcer (London SE1)**

**REF: INV**

**Apprenticeship summary**

**Apprenticeship standard Recruitment Resourcer Level 2**

**Annual wage - £13,312**

**Working week - Monday - Friday between 8.00am - 5.30pm (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 and receiving and reviewing applications.***

* Assisting managers in resourcing applicants
* Actively managing candidate diaries and availability
* Working as part of the Recruitment team reporting to the Recruitment Manager
* Using sales, business development, marketing techniques and networking in order to attract candidates to the agency. Full training will be given
* Building relationships with clients and developing a good understanding of clients, their teams, what they do and their work culture and environment
* Advertising vacancies in a wide range of media
* Using candidate databases to find the right person for the client
* Receiving and reviewing applications
* Preparing CVs
* Organising interviews for candidates
* Handling inquiries
* Maintaining administrative systems
* Keeping well-organised files and records of business activity
* Keeping computer databases up to date
* Following up on business communications
* Filing / file management

**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?**

* Full time position
* Opportunity to progress within the company

**Desired skills and personal qualities**

* Communication skills
* IT Skills
* Organisation skills
* Customer care skills
* Team working
* Full time position
* Professional telephone manner
* Good verbal communication
* Good time management
* Good interpersonal skills
* Self-motivated and efficient
* Results orientated
* Enthusiastic and positive
* Good personal communicator

**Qualifications**

* GCSE or equivalent English (Grade A\*- C or 4-9) desirable
* GCSE or equivalent Maths (Grade A\*- C or 4-9) desirable

**Things to consider**

If you are competitive, bubbly and motivated to succeed then we want to hear from you. In return you will be given the opportunity to work with a very experienced team, who will train and develop you on a one to one basis, coupled with coaching sessions on the key parts of the job.

**About the employer**

Founded in 2011 Invictus Recruitment has over 40 years combined management experience. Our team of Senior Consultants, Associates and Resourcers are trained sector specialists. This gives us unparalleled market knowledge and an extensive network of contacts & relationships built up over many years.