**Apprentice Recruitment Resourcer (Babraham, Cambridge, CB22 3GN)**

**REF: SV**

**Apprenticeship summary**

**Apprenticeship standard Recruitment Resourcer Level 2**

**Annual wage - £****12,480**

**Working week - Monday - Thursday, 8.30am - 5.00pm and Friday 8.30am - 4.00pm. (37.5 hours a week)**

**What will the apprentice be doing?**

***We are looking for a driven, dynamic self-starter with bundles of enthusiasm to join our friendly recruitment team. Working in a fast-paced environment. This is a great opportunity to get involved primarily in the Resourcing function, including compliance, creating job descriptions, resourcing candidates.***

* Develop and manage a robust pipeline of varied candidates in line with the business needs
* Contact relevant candidates daily to ensure smooth registration
* Effectively communicate with candidates via email and phone
* Develop professional working relationships with candidates and provide necessary information where required
* Maintain and build excellent relationships with prospective candidates to enhance the reputation of our company
* Verify and upload candidate documentation to the company database whilst recording activity
* Work as a team to allocated targets and achieve weekly / daily KPIs
* Work with the compliance team to ensure all candidates meet the compliance standards of the relevant framework agreement
* Assisting managers in resourcing applicants
* Actively managing candidate diaries and availability
* Developing a good understanding of clients, their teams, what they do and their work culture and environment
* Advertising vacancies appropriately by assisting in drafting and placing adverts in a wide range of media
* Using candidate databases to find the help find the right person for the client
* Receiving and reviewing applications
* Targeted searching using job board / LinkedIn
* CV screening
* Preparing CVs and correspondence to forward to clients in respect of suitable applicants
* Organising interviews for candidates as requested by the client.
* Handling enquiries
* Maintaining administrative systems
* Keeping well-organised files and records of business activity
* Keeping computer databases up to date
* Following up on business communications
* Handle all customer concerns within the agreed timeline

The list of responsibilities outlined above is not intended to be exhaustive and the Apprentice should show flexibility to carry out other reasonable tasks or responsibilities under the direction of manager.

**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 Recruitment Resourcer Apprenticeship Standard Level 2 Qualification

Level 2 Certificate in Recruitment Resourcing

Level 2 NVQ Certificate in Recruitment Resourcing

Full on-the-job training will be delivered

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

You will complete the Functional Skills in maths and English up to and including Level 2 (if you don't already 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
* Attention to detail
* Organisation skills
* Customer care skills
* Problem solving skills
* Presentation skills
* Team working
* Creative
* Initiative
* Performance driven
* Strong influence
* Self-motivated
* Flexible approach
* Results driven
* Professionally represent team
* Meet personal objectives
* Develop personal objectives
* Support company targets
* Uphold company values

**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**

Commit to develop and meet personal objectives to support the business to meet its business targets. Welcome professional development and training. To actively participate in team activities and contribute towards continuous improvement initiatives. We are located directly next to Audley End train station. We enable our employees to reach their aspirations, hone their talents and skills, and tap into their potential, but you must be driven to achieve this!

**About the employer**

We are a recruitment agency that currently specialises in the Construction & Transport sectors to provide permanent & temporary staffing solutions. Our services are market leading and easy to understand, with simple pricing and friendly consultants, we're here to help. We are here when you need us, day or night with our 24/7 on call system, we are here to support your business. We endeavour to keep up to date with the current market trends and to work with our clients to help them build a workforce.