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| **JOB DESCRIPTION: Recruitment Resourcer** |
| **1. JOB IDENTIFICATION** |
| **COMPANY: McAdam King Ltd (MK Solutions and MKBP)** |
| **JOB TITLE: Recruitment Resourcer**  | **REPORTS TO: Senior Consultant** |
| **LOCATION: Larbert – Occasional journey to Glasgow** | **PERIOD & HOURS: Monday to Friday** **9am – 5pm.**  |
| **2. JOB PURPOSE**  |
| 1. Identify, attract and shortlist candidates for the recruitment process to fulfil the requirements of the business brief
2. Identify new business opportunities
3. Provide general administrative support to the recruitment function
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| **3. KEY RESPONSIBILITIES**  |
| **Identify, attract and shortlist candidates for the recruitment process to fulfil the requirements of the business brief** 1. Research, identify and attract candidates using all appropriate methods to satisfy job requirements
2. Write, place and update adverts in line with company procedures
3. Monitor responses/applications received and make sure that candidate’s applications are processed efficiently
4. Qualify, shortlist and present suitable candidates against defined job vacancies
5. Assist in the recruitment and selection processes by effectively liaising with the candidates and internal teams
6. Initiate, manage and develop candidate relationships
7. Understand and meet agreed KPIs and targets

**Identify new business opportunities** 1. Identify and progress leads as required
2. Proactively and consistently strive to identify new candidate and client opportunities

**Provide general administrative support to the recruitment function** 1. Understand and support the sales process
2. Provide first line support for all enquiries
3. Provide pre-employment and compliance checks in line with company policy and relevant legislation
4. Contribute to team meetings as appropriate
5. Provide support to ensure that the candidates and clients receive a professional and comprehensive recruitment service at all times
6. Comply with company management systems, payroll and billing policies and procedures including accurate database management
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| **Operate in line with the relevant legislation** 1. Accurate recording of candidate and client information on the recruitment database
2. Comply with all relevant employment legislation and appropriate codes of practice
3. Comply with all relevant sector specific legislation • Comply with all relevant health and safety legislation, employee rights and responsibilities
4. Seek support and escalate non-compliance where appropriate
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*The above description is intended to describe the general content and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

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| **4. PERSON SPECIFICATION**  |
| Education/Qualifications * National 4/5 or Standard Grade in English

**Experience** * Previous sales, business admin, customer service,

Personal Attributes * Self-motivated and able to identify opportunities
* Tenacious and resilient
* Driven and determined to achieve targets and objectives
* Attention to detail and accuracy • Ability to prioritise and escalate where necessary
* Customer focused approach
* Confident and persuasive communicator
* Demonstrable questioning and listening skills Innovative
* Time management and organisational skills
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| **5. COMPETENCIES FOR ROLE** |
| **Planning & Organising** Imposes order and structure on work. Organises and schedules events, activities and resources optimally, and monitors implementation of tasks and plans to ensure work is completed in line with expectations.**Personal Motivation** Demonstrates the drive and determination to succeed and achieve the highest standards and best possible outcomes. **Communication & Influencing** Writes in a clear and concise manner using appropriate grammar, style and language for the reader; speaks clearly, fluently and in a compelling manner; persuades others in a way that results in acceptance, agreement or behavioural change. **Problem Solving & Analysis**Analyses information to develop a deep understanding of the underlying issues and uses this insight to develop effective solutions to problems/issues. Makes systematic and rational judgements based on relevant information. **Team Working** Works effectively and cooperatively with others: establishes and maintains productive and mutually reinforcing relationships to facilitate the accomplishment of work goals. |

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