



Job Spec

Resourcer

Initi8: A collaborative, diverse and determined recruitment team known for going that extra mile to match the best candidates to today's most significant IT jobs. We do this by living and immersing ourselves in the IT world. We focus on the immediate brief and the long-term respect of both the candidate and the client. Whilst performance and proactivity are vital, honesty and trust are our foundations.

Job Title
Resourcer

Reports To
Manager / Director

Contract Type
Permanent

Above all, we are people people.

The spark of something big.

What we do

We place exceptional candidates in today's most significant IT roles and spark new beginnings. We use the Initi8 Method to recruit for both permanent and contract hires for a range of technology roles in the UK, European Union and the United States.

Purpose

As a Resourcer, your focus will be to build relationships with and generate a strong talent pool of high calibre candidates matching them with clients/roles and managing them through the recruitment process leading to successful placements. You will support the Recruitment Consultants with identifying and delivering specific candidates based on client expectations, job briefs and industry knowledge.

Accountabilities

Candidate Management

- Source high calibre candidates using all tools available to you (LinkedIn, job boards etc) in order to achieve a quick fill rate
- Review CV's, hold initial stage screenings along with face to face interviews with candidates leading to shortlists, interviews and placements
- Discuss all relevant job role/company details with candidates ensuring they are fully aware and in agreement with their details being submitted to clients.
- Effectively coach candidates through the recruitment process and maintain strong communication at every stage.
- Support the Consultant team with delivering top tier talent to multiple clients and feed into a collection of live roles.
- Coach candidates on interview preparation and industry knowledge to give them the best chance of securing a successful and suitable placement.

Sales and Business Development

- Consistently meet or exceed sales and success criteria set by your Manager.
- Meet or exceed minimum fill rate and CV send rate
- Attend client meetings with Consultants when required to do so
- Identify candidates to present to Consultants to speculatively take to market
- Constantly seek out new ways to grow your network
- Maintain an active presence on social media channels
- Actively seek out and match leads from candidates
- Keep up to date with industry knowledge, new technologies and trends within the market so you can be proactive as well as reactive to current situations.
- Hold independent research on the industry and pass on any relevant information to your Manager and team including but not limited to reading and learning online and in the press/relevant media

Planning, Organising and Administration

- Utilise available tools to build a strong talent pool of exclusive candidates.
- Create engaging and concise candidate profiles and Initi8 formatted CV's ready to submit to consultants and clients.
- Create professional and detailed job adverts reflecting our clients' needs and place these in relevant places (job boards, LinkedIn etc)
- Actively talent pool for future roles allowing a quick fill rate.
- Collect references and right to work documentation on candidates.
- Maintain all company systems and comply with GDPR.

Knowledge, Skills and Experience

- Previous sales, business admin, customer service or HR and recruitment experience
- Proven track record of working to set KPIs within a sales environment desirable
- Ability to work to deadlines
- Strong IT skills and Social Media experience
- Excellent written and verbal communication
- Attention to detail
- Able to use own initiative
- Good interpersonal skills
- Able to work under pressure
- Ability to organise and prioritise work load

Competencies

- Friendly
- Influencing & Relationship Building
- Communication
- Team Working
- Entrepreneurial spirit & Passion
- Drive & Ambition
- Commercial Awareness & Business Focus
- Self-Motivation, Self-efficacy & Resilience
- Organisation & Delivery (Time Management)
- Customer Experience

Please refer to Initi8's internal behavioral competencies document for more level specific competencies

