

## JOB DESCRIPTION/PERSON SPECIFICATION

**Department name:**

**Sales & Recruitment**

**Purpose/objective:**

To provide critical support to the Company using a variety of media

**Organisation:**

The company is an Engineering Employment and Recruitment business who is dedicated to first class training and development with a clear career path throughout the business.

**Job title:**

**Researcher / Resourcer**

**Overall purpose:**

To provide accurate and timely support to the Company, providing good quality leads and administrative duties through pro-active activity

**Key tasks, duties and quality standards in meeting department purpose/objectives:**

- research on candidates and clients
- speaking with candidates and clients
- lead generation
- setting up interviews and sending out confirmations
- answering the telephone
- providing general recruitment and sales support to staff in the office
- using the internet and other media to identify and resource market intelligence and supportive information
- wiring adverts and advertising in different media
- general administration as required including scanning/shredding/post

**Expenditure responsibilities:**

None.

**Person specification:**

Must be a lively and enthusiastic individual who is hungry to deliver our targets. It is envisaged that the role will provide opportunities for candidates to develop their skills in key areas related to the recruitment market.