

JUNIOR IT DELIVERY RESOURCER

Role type: Permanent

Location: Birmingham / homeworking

Salary: Competitive

Role Overview

Due to continued team expansion and growth plans, we're looking to recruit a junior IT delivery resourcer.

This opportunity would suit an organised, driven individual looking for a challenging but rewarding career within recruitment. The role is a key part of ensuring an efficient and quality service for candidates. The position will be based on the Birmingham Business Park, near the NEC, but will be flexible for 2/3 days in the office.

Key Responsibilities

- Support the Contract Recruitment team in the delivery of candidates to resourcing requirements requested by existing and new accounts.
- Facilitate the fulfilment of Contract vacancies, seeking to source candidates using a range of appropriate resources and tools.
- Write candidate profiles highlighting key attributes and experience that present candidates in the best possible way.
- Maintain a network of candidates and contacts, keeping the database up-to-date and accurate.

Key Skills of the role

- The ideal candidate will have a strong customer focussed mentality, the ability to ensure a focus on continually providing a high-level service to candidates.
- You will be a motivated and driven individual that is organised and methodical.
- Ability to work to tight deadlines in a dynamic, fast-moving environment, with an ability to pick things up quickly.
- Excellent communication skills with a clear telephone manner.
- Ability to interpret detail and relay information back to clients and candidates alike.
- Attention to detail and organisational skills are essential for this role.
- Desirable to have knowledge of the IT/Tech industry