


# RECRUITMENT RESOURCER SPECIFICATION



## JOB PURPOSE




The key purpose of the Resourcer Role within Maxwell Stephens is to identify, attract and shortlist candidates for the recruitment process to fulfil the requirements of the assignment brief. You will be one of the first points of contact within Maxwell Stephens, delivering an exceptional level of service to clients and candidates. In addition you will provide general administrative support to the recruitment and marketing functions of the business.



## KEY RESPONSIBILITIES

### Identify, attract and shortlist candidates

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- Research, identify and attract candidates via direct advertising, job boards, social media, referrals and other methods as appropriate.
  - Write, place and update adverts in line with company procedures.
  - Monitor responses/applications received and make sure that candidate's applications are processed efficiently.
  - Registering and interviewing new candidates to evaluate their skills, experience and career goals.
  - Qualify, shortlist and present suitable candidates against defined job vacancies.
  - Assist in the recruitment and selection processes by effectively liaising with the candidates and internal teams.
  - Initiate, manage and develop candidate relationships.
  - Deliver top-class customer service at all times.



## **Provide general administrative support to the recruitment and marketing functions**

- Provide first line support for all enquiries.
- Carry out pre-employment and compliance checks in line with applicable policy and legislation.
- Source and provide feedback in a professional manner to candidates.
- Review and edit candidate profiles and application documents as appropriate.
- Brief candidates fully prior to submission to any positions.
- Ensure that all data relevant to the recruitment process is accurately recorded and maintained using internal CRM system.
- Carry out basic website updates as required.
- Have involvement in market research and content creation for the website and other digital channels as required.