**Apprentice Recruitment Resourcer (Brentwood, Essex)**

**REF: DH**

**Apprenticeship summary**

**Apprenticeship standard Recruitment Resourcer Level 2**

**Annual wage - £16,000**

**Working week - Monday - Friday between 9.00am - 5.00pm (40 hours a week)**

**Devonshire Hayes are looking for an Apprentice Recruitment Resourcer to identify, source and recruit, all level technology, education, engineers amongst other roles for our clients. As the successful candidate, you will be joining a vibrant and successful company which provides excellent opportunities for skills development and career progression.**

**What will the apprentice be doing?**

* The Recruitment Resourcers role directly impacts the sales performance and profitability of the business unit. It is a target-driven sales role focusing on filling new roles that are supplied to the company on a daily basis. You will be on the phone for a large majority of the day.
* You will be responsible for sourcing and then contacting quality candidates to qualify their suitability for the roles. This will entail you building up a pipeline of candidates who you have submitted to the roles and regularly checking the status. In addition, you will be expected to hit targets and KPIs to ensure that your actions fully support the business operational requirements in line with the company brand and vision, policies, code of conduct and organisational culture.
* Find suitable candidates for numerous live job roles
* Call candidates to build a rapport and sell the job whilst ascertaining suitability
* Be prepared for objection handling to win the candidate over
* If the candidate is suitable complete a “Candidate Screening Sheet”
* Amend CVs where appropriate to highlight suitability
* Submit candidate CVs to clients
* Chase the clients for decisions on the submitted candidates
* Ensure successful candidates are onboarded in line with safer recruitment practices
* Advertise the jobs on the online job boards
* Maintain administrative systems
* Hit KPIs and targets
* Provide management with performance reports

**What training will the apprentice take and what qualification will the apprentice get at the end?**

Full training will be given leading to a recognised Level 2 Recruitment Resourcer Apprenticeship Standard Qualification

You will complete the mandatory qualifications as follows:

* Level 2 Certificate in Recruitment Resourcing
* Level 2 NVQ Certificate in Recruitment Resourcing
* Full on-the-job training will be delivered by Invictus Recruitment Limited
* Functional skills if required
* Off-the-job training will be supported by our Training Provider – Davidson Training UK Ltd
* You will also complete the Functional Skills in maths and English up to and including Level 2 (if you already do not hold the equivalent) All training will be delivered within the workplace during working hours

**What is the expected career progression after this apprenticeship?**

If you have the desire for sales/recruitment, there is potential for future career progression.

There are various opportunities available with the employer should you be successful within the progression of your apprenticeship.

**Qualifications**

* GCSE or equivalent English (Grade A\*- C or 4-9) desirable
* GCSE or equivalent Maths (Grade A\*- C or 4-9) desirable

**About the employe**r

We do the best by our people to get the best from our people. Our behaviours consistently reinforce what we say. The proof is in our people. They choose to develop their skills and realise their career ambitions with Devonshire Hayes. Be a part of making us great. We want you to be passionate and proud of partnering the best people and businesses in technology, to shape the future, together.