

## **Job Description: Recruitment Resourcer**

Universal Resource Solutions are seeking a Recruitment Resourcer, this is due to significant growth and geographical expansion.

With our continued expansion plans Universal Resource Solutions has opened a new office in central Manchester.

Universal Resource Solutions are a national Contractor and Recruitment Business operating within the Rail, Civil Engineering and Construction Sectors.

The successful candidate will be assisting our Labour Division Manager within the Rail sector and **will be required to:**

- Source suitable candidates
- Placing job adverts and monitoring responses
- Keeping inbox well managed and organised
- Registering candidates onto the system
- Keeping the recruitment database up to date
- Networking from Universal Resource Solutions database
- 2 years of Rail Recruitment Experience is essential

### **The ideal Candidate should have:**

- Good relationship building skills
- Excellent telephone manner
- Proactive
- Enthusiastic
- Ability to think outside the box
- Attention to detail

### **In return**

- Competitive package
- Bonus scheme
- Relaxed working conditions
- Laptop
- Mobile phone
- Career progression
- Training

The successful candidate will be given the opportunity and training to become a successful Recruitment Consultant / Labour Manager.