

Job Description: Recruitment Resourcer

Universal Resource Solutions (part of Universal Group) is seeking two Recruitment Resourcers due to significant growth to work within its well established and successful Rail Division.

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

There are two positions available, one based in our Sutton In Ashfield office and the second based in our Chelmsford office, the successful candidates **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.
- Using social Media, such as Linked In / Facebook etc.
- Rail Experience / knowledge would be advantageous but not essential

The ideal Candidate should be:

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

In return

- Above market salary
- Bonus scheme
- Relaxed working conditions
- Laptop
- Career progression
- Training

Job Type: Full-time

Salary: £18,000.00 to £22,000.00 per year

If you are interested, please send your CV to kevin.allen@universal-group.uk for the job based in Sutton In Ashfield and ellis.david@universal-group.uk for the job based in Chelmsford.