

Trainee Recruitment Consultant

Driver Hire Southend is part of the Driver Hire Nationwide network and with over 100 offices across the UK, we are the largest specialist transport and logistics recruiter with over 35 years' experience. Driver Hire Southend treats you as the driving professional that you are, can provide flexible and work and in our latest driver survey, 94% of candidates state that they are proud to work for Driver Hire. Working on both permanent and contract basis across the UK, we provide our services to a range of clients in Essex. We are currently looking to employ a Trainee Recruitment Consultant.

To request further information email southend@driverhire.co.uk and/or ring 01268 271 090

A typical day

- Responsibility for sourcing high quality candidates to fill job roles
- Managing the candidate experience end to end, you will be the driving force behind the job filling process, working with experienced consultants that will help guide your development
- Interacting with candidates over the telephone
- Selling a range of jobs to candidates & managing their entire process
- Carefully working through sourcing lists and recording /analysing results
- Utilising and updating the in-house systems in line with company process
- Generating interest and pools of candidates within chosen sectors with a mixture of sourcing techniques
- Provide leads and market rates to delivery team
- Daily, weekly and monthly monitoring of KPIs/results
- Daily, weekly and monthly Management and Update of Job boards and Social Media Platforms

Skills required :

Experience of working within an Employment Agency, preferably in the Transport and Logistics Industry is desirable but not essential as training will be provided

Experience of working in an office environment

At least 4 GCSEs including Maths and English

A good knowledge of Microsoft Office (Word, Excel and Outlook)

Teamwork, Communication and Organisation

Ability to multi-task and meet tight deadlines

Customer focus, ability to provide a quality service and flexibility

High standard of integrity, confidentiality and discretion

Good telephone manner

Ability to use own initiative

Travel Expenses for this role will be covered, apprentice is expected to come in 5 days a week, job sharing will however be considered.

Personal Qualities

Maturity, Confidence, Perseverance, Patience, Excellent Interpersonal skill, Commercial awareness, IT skills , Numerical skills, Punctuality, Target focus, Willingness to learn, Organisational skills, Politeness, Approachable, Hard working.