

Job Description: Recruitment Consultant

Are you a self-motivated, driven, confident, great communicator with a lot of ambition? If this sounds like you, School ICT Resourcing is looking for a Recruitment Consultant to join our team based in Leeds. School ICT Resourcing are a Recruitment Agency that specialises in the supply of both temporary and permanent staff into the education sector.

This is an amazing opportunity for someone wanting to break into the Recruitment sector. We are a fast growing, passionate and highly experienced team. We have an extensive client list which is continually expanding.

The role of a Recruitment Consultant:

- Business development, contacting new and existing clients to generate opportunities.
- Working with clients, identifying their needs and requirements to fill their vacancy.
- Shortlisting CV, screening applicants over the phone and interviewing.
- Filling vacancies within an agreed time scale.
- Building a pipeline of candidates to ensure you can react quickly to your client needs.
- Maintain regular contact with your candidates and clients, building excellent relationships.

Key skills required:

- Confident and Resilient personality
- Good customer service
- Exceptional organisation skills
- Working to targets and deadlines within a fast-paced environment
- Able to build rapport and strong communication skills

Working hours and benefits:

- Term time only: Monday to Friday, 8:30am to 4:30pm.
- The option to work from home, a hybrid or from our head office in Leeds.
- Competitive Salary depending on experience
- Private Healthcare
- Death in Service Benefit
- Pension Scheme
- FOC Parking

School ICT Resourcing is committed to safeguarding and promoting the welfare of young children and young people and expects all staff to share this commitment. All roles are subject to professional reference checks and the Disclosure and Barring checks. Ideally, all applicants will have a DBS registered on the update service or be prepared to obtain one.

How to apply: -

For further information or an informal chat about the role please call Helen on: 0113 372 0039 or e-mail: info@schoolictresourcing.co.uk with a covering letter and your C.V.