

## Recruitment Resourcer Apprentice

**We are looking to bring on a new Apprentice to be a part of our success story and are excited to be able to offer this unique opportunity to someone who's looking to dedicate themselves to a career in recruitment.**

**If you are looking to progress your career in the Recruitment industry, we want to hear from you!**

Datasource have just celebrated our 40<sup>th</sup> Birthday and are IIP Platinum accredited meaning with Invest in our People and develop careers. Only 3% of companies globally earn IIP Platinum. We offer comprehensive training and an extremely supportive environment.

We thrive in a fast-paced sales environment, and we're looking for individuals who share our passion for success.

Datasource is an IT, Digital, Technical, Engineering and Professional Consultancy Recruitment Agency who specialise in the recruitment of Limited Company Contractors and Permanent staff to our customers. Our clients are dynamic private sector organisations and prestigious government/defence sector departments.

Your role will be to identify, attract and shortlist candidates for the recruitment process to fulfil the requirements of our client's business brief and provide resourcing support to the recruitment delivery team. You'll be involved in organising and preparing candidates for interviews, hand holding them throughout the interview process. The role will require you to write and place adverts plus, design and administer social media posts.

### **Day to day you'll learn to be proficient at;**

- Attracting and shortlisting candidates for technical jobs.
- Calling candidates and qualifying them for the job roles over the telephone.
- Attending exciting recruitment events.
- Organising interviews.
- General administration.
- Supporting the recruitment delivery team.
- Providing support to candidates and clients to ensure that they receive a professional and comprehensive recruitment service at all times.

You'll ideally already be proficient at using **Word** and **Outlook**.

### **Who we're looking for:**

- Outgoing
- A great communicator
- Team worker
- Hardworking
- Career driven
- Enthusiastic
- Accurate admin skills
- Organisational skills
- Great time keeping skills

Datasource will strive to support our Apprentice to successfully achieve their Level 2 in their Recruitment Resourcer Apprenticeship, allowing allotted time during the 21 month process for classroom style training delivered by the college at Datasource Head Office, complemented by a welcoming environment for the learning to be practiced and developed in our live environment.

**Our Values:** Accountability | Quality | Expert | Teamwork | Tenacity

**Duration:** 21 month fixed term contract with a conditional job offer at the end of the duration as long as the apprenticeship is passed.

**Apprenticeship remuneration:** £8.84 per hour + the apprenticeship training fully funded + Christmas bonus

**Head Office:** Cheltenham

**Hours:** Monday – Friday 8.30am – 5pm

Our working environment is friendly, innovative and inclusive.

**Company benefits:**

- 23 days annual holiday plus 8 standard UK Bank Holidays
- Company pension
- Vitality Health Insurance with fantastic rewards including an Apple Watch, Amazon Prime Subscription, Café Nero coffee each week, Cinema tickets and discounts on gym memberships and a range of other services
- Cycle to Work Scheme
- Great training programmes with extensive internal training and external training courses provided
- Opportunity to be a fire marshal and/or first aider
- Company shut down over Christmas!
- Other team incentives including Recruitment Bingo cards – win prizes for completing specific tasks!
- Team Building Days which include events such as Locked in a Room, Bowling, Racing, Corporate Events (Ice Bar London and Cheltenham Cricket Festival)