

Stream Recruitment – Job Description and Person Specification

Job Title:	Apprentice Resourcer	Reports to:	Managing Director/ Contracts Team Leader
Based at:	Ten Victoria Street, Bristol	Responsible For:	No employee responsibilities

Job Purpose: Stream Recruitment are an IT recruitment company who source candidates for companies based through the UK and Europe. The Sales Consultants are responsible for speaking to clients to generate vacancies, which are then passed onto the Resource Team who then find relevant candidates. This is an office based role which will predominantly involve speaking to IT candidates over the phone. The office hours are 8.45am – 5.30pm (Mon – Fri).

Key Responsibilities and Accountabilities:

1. Liaising with Sales Consultants to clarify job specs and requirements
2. Advertising jobs on-line
3. Searching job-boards and internal database for candidates
4. Screening C.V's to ascertain candidates' suitability
5. Telephone interviewing candidates to assess technical and personality fit
6. Selling the role to the candidate to ensure their interest
7. Acting as a point of contact for candidates to answer any queries
8. E-mailed job specs, company information, directions etc to candidates

Personal Values/ Attributes:

- Excellent verbal and written communication skills
- Smart, Punctual, Presentable
- Self-Motivated
- Target / Results Driven
- Enthusiastic, Energetic, Bubbly personality
- Good basic computer skills (Office, Outlook, Word etc)
- Literate and numerate
- Eager to learn