

APPRENTICE RECRUITMENT RESOURCER

About Clearfield

Clearfield are specialist recruiters in the built environment. We provide temporary, contract and permanent opportunities for our candidates, with clients in construction, architecture, professional and technical services.

Employing up to 30 staff across 2 locations (Ipswich and Leeds), due to our continued success we are now planning to **expand** significantly over the next year and have **immediate** Apprenticeship vacancies in our **Ipswich town centre** based office.

Recruitment is fast moving and an exciting field to work in, job satisfaction and financial rewards are high; you will be joining a fun, lively and engaging team of people.



Training

This is the perfect opportunity to start your career in recruitment, working at our Head Office in Ipswich, you will be **fully supported** throughout your apprenticeship with our bespoke Training Academy.

You will learn all aspects of a **Recruitment Resourcing** role and after a 2 week induction

programme you will then work alongside our experienced team identifying, attracting and shortlisting suitable candidates for our vacancies.

Rewards

- £175 a week
- **25 days holiday**
- Loyalty incentives
- Monthly performance rewards
- Dress down Friday

Career Progression

We have a clear career progression path in the company, keen to promote from within we will be able to offer a **permanent position** to candidates on successful completion of the Apprenticeship.

Main Responsibilities

- Answering the telephone; dealing with our candidates and clients
- Calling candidates regarding work
- Obtaining compliance documents
- Gaining references
- Preparing CV's and profiles
- Carrying out telephone interviews
- Advertising vacancies
- Responding to applications
- Candidate searches
- Briefing candidates on job roles
- Building a profile on LinkedIn
- Using internal database to record all information



What do you need to have?

- ✓ Proficient in MS Office – Word, Excel, Outlook
- ✓ Good communication skills (verbal and written)
- ✓ Maths & English GCSE Grade A-C (4-9)
- ✓ Excellent telephone manner
- ✓ Confident personality
- ✓ Well presented
- ✓ Ambitious
- ✓ Motivated
- ✓ Organised
- ✓ Honest and trustworthy
- ✓ Attention to detail

Apprenticeship

Customer Service Practitioner or **Business Administration**



Please contact Kath Sorrell, Talent Manager on 01473 350665 or email kath.sorrell@clear-field.com