

# JOB DESCRIPTION: Recruitment Co-ordinator

## DEPARTMENT: Business Development



### Role overview

In this role you will manage and maintain your own caseload of apprenticeships placing candidates into suitable employment. You will advertise apprenticeship vacancies, resource suitable candidates, screen and arrange interviews in line with client expectations.

- Location: As set out in your terms and conditions of employment
- Normal hours of work: As set out in your terms and conditions of employment
- Reporting to: Recruitment Manager

The contents of this job description are not exhaustive. You may also be asked to perform other related duties relevant to the level of your role to meet the ongoing needs of our business.

### Key responsibilities

- Conducting telephone screening with candidates to check suitability for apprenticeships
- Making outbound calls to candidates looking for apprenticeships
- Answering incoming calls in a professional and friendly manner
- Advertise apprenticeship opportunities on the National Apprenticeship Service website
- Provide Account Managers with available candidates who are seeking employment
- Spec in candidates to suitable clients to generate new vacancy opportunities
- Achieve and exceed monthly targets set
- Provide high quality IAG to candidates, parents and clients
- Complete BKSBS assessments with candidates
- Format CVs and create candidate
- Attend careers and networking events
- Attend school events in line with our school engagement strategy

### Skills

- Proficiency in Microsoft Office (Word, Excel, Powerpoint, Outlook)
- Excellent verbal and written communication skills
- Friendly and personable nature and ability to build rapport with people at all levels
- Excellent customer service skills
- Ability to work towards and meet targets

### Knowledge and qualifications

- Strong product knowledge including apprenticeships and Further Education
- Experience within recruitment
- Track record of achieving results in a target-driven sales environment

### Personal attributes and behaviours

- Be self-motivated and driven
- Enjoy working towards targets and take pride in exceeding them
- Be professional, personable and approachable

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- Be a team player
- Flexible with the ability to work around changing business needs

### Additional requirements

- To comply with the requirements of our Employee Handbook and policy documents
- To promote the equality of opportunity within our organisation
- To demonstrate commitment to safeguarding and promoting the welfare of all learners
- An enhanced Disclosure and Barring Service (DBS) check is a requirement of all roles at Damar that may include sole supervision of young people or vulnerable adults