



Business area: GTI Recruiting Solutions (operating as TARGETrecruit)

Location: Farringdon, London

Job title: Resourcing Co-ordinator

Responsible to: Client Manager

GroupGTI is a market leading provider of early talent products and services, including TARGETjobs.co.uk, the UK's largest graduate recruitment website. We help organisations recruit top talent and provide students with the best possible careers resources to help them make better decisions about their future. GroupGTI offers numerous services within graduate recruitment, including media, events, research, technology and finally managed recruitment services within our TARGETrecruit business. We work alongside over 3,000 corporate and academic clients with operations across Europe, Asia-Pacific, North America and Australia and are proud to offer the very best products, resources and services at every stage from education to employment.

TARGETrecruit is an outsourced recruitment partner for graduate and school leaver recruitment. We work with businesses in a variety of industries recruiting everything from 5 to 300 people each year. Our work includes managing comprehensive online application processes, various types of testing, video or multi-stage interviews and assessment centres. Additionally we will often manage the marketing and advertising for the same programmes and attend relevant employment fairs.

We are currently recruiting for a number of Resourcing Co-ordinators to join our existing team. An exceptional candidate experience is key to our outstanding service and we need bright, communicative, client focused team players to be part of that. No two campaigns are the same, so you'll have new areas of learning and new challenges every day.

This role would be suited to someone looking to develop their professional skills and experience in a career in recruitment. We are looking for people who strive to provide excellent customer service in addition to being resilient when working under pressure and prioritising workloads to meet strict deadlines. You will also possess a high attention to detail, excellent communication skills and knowledge of Microsoft Office (Word/Excel)

You would be working closely with a Client Manager to deliver a variety of projects.

Key responsibilities include:

- Proactively manage and guide all candidates effectively through each stage of the recruitment process, in addition to adhering to established deadlines.
- Act as a key point of contact for candidates, whilst being on hand to answer queries via phone or email and offer support throughout the process.
- Providing the client manager with regular updates and reports on the status of each project.
- Preparation for our clients assessment days; ensuring candidates are fully briefed and set to attend the event, planning and conducting the smooth running of each day
- Delivery of key marketing activities critical to the project's success. This includes advertising with universities/schools and event booking, logistics and management.

In return we offer a competitive package, a friendly and supportive working environment and great opportunity to start and progress in a promising career.

If you feel you meet the above criteria please submit your CV and a short covering note to matt.rose@groupgti.com in the strictest of confidence and I look forward to reviewing your application.