

Job Title: **Recruitment Sourcer**

Location: **Oldbury**

Company: **Proffer Solution Ltd**

Reports To: **CEO/EPD/ELC**

Date: **04/06/2025**

### **Position Overview:**

We are seeking a diligent and proactive Recruitment Sourcer to join our esteemed staffing and recruiting team. The ideal candidate will play a critical role in enhancing our talent acquisition strategy by identifying and engaging high-caliber candidates across multiple channels. In this position, you will utilize modern sourcing techniques, leveraging social media, job boards, and professional networks to build a robust candidate pipeline. As a Recruitment Sourcer, you will work closely with recruitment managers and human resource professionals to understand the specific requirements of each role and the organizational culture of our diverse client base. Your expertise in finding and communicating with potential candidates will be essential in not only filling current vacancies but also in building a talent community for future needs. In this fast-paced and dynamic environment, you will be expected to demonstrate a proactive approach to candidate sourcing while maintaining a high level of professionalism and confidentiality. Your ability to conduct thorough market research and your unwavering commitment to providing an exceptional candidate experience will set you apart in this pivotal recruitment function. If you are passionate about connecting talent with opportunity and thrive in a collaborative environment, we invite you to apply for the Recruitment Sourcer position.

### **Key Responsibilities**

- Utilise social media platforms and job boards to identify potential candidates.
- Conduct proactive outreach to generate interest and build relationships with candidates.
- Collaborate with hiring managers to understand job requirements and ideal candidate profiles.
- Develop and maintain a talent pool for current and future hiring needs.
- Screen resumes and pre-qualify candidates for relevant positions.
- Maintain accurate records of candidate interactions and pipeline status in our applicant tracking system.
- Monitor industry trends and competitive landscape to identify new sourcing opportunities.

### **Requirements:**

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Proven experience in recruitment sourcing or similar role within the staffing and recruiting industry.
- Strong understanding of sourcing techniques and tools, including ATS systems and social media.
- Excellent communication and interpersonal skills, with the ability to engage effectively with diverse candidates.
- Detail-oriented with strong organizational skills and the ability to manage multiple tasks simultaneously.
- Ability to work collaboratively within a team and contribute to a positive work environment.
- High level of confidentiality and professionalism in handling candidate information.

### **Application Process:**

Interested candidates are invited to submit their resumes and a cover letter detailing their qualifications and experience to [applications@proffersolutionltd.co.uk](mailto:applications@proffersolutionltd.co.uk). The company is committed to diversity and inclusion and encourages applications from all qualified individuals.

Proffer Solution Ltd is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.