



**Job Title:      Resourcer**

**Reporting to: Director**

At fishtank, our most valuable asset is our employees; and the longevity of our team is a reflection on our ability to motivate and retain our staff. Due to company success, the team is expanding. We are keen to speak to driven individuals with a can-do-attitude and a good work ethic to grow along with us.

**Job Purpose:**

Support, identify, and drive existing business personally and as part of a team, to achieve and grow brand awareness, whilst delivering excellent customer service through a pro-active approach.

**Key Tasks and Accountabilities:**

- Support the recruitment team
- Source and select suitable candidates
- Candidate management
- Identify skills to match vacancies
- Database maintenance
- To work effectively as a team member to maximise overall effectiveness and delivery.

**You Need:**

**Essential:**

- GCSE at Grade C and above in English and Maths
- Proven experience of:
  - Setting & achieving goals
  - Ability to multi-task
  - Ability to problem solve
- IT literate
- Good spoken & written English
- Ability & desire to learn
- Numerate
- Influence & negotiation
- Innovative & creative – thinking ‘outside the box’
- Planning , administration & organising
- Entrepreneurial spirit
- Good initiative
- Customer focus
- Team Player
- Commercial awareness



- Excellent communicator
- Self motivated
- Determination, honesty & tenacity
- Driven & results focused
- Presentable & Professional
- Quick learner
- Friendly with a good sense of humour
- Career focused & ambitious

**Desirable:**

- A 'levels / Degree in Marketing
- Customer Service
- Strong presentation skills
- Driving licence

**We offer:**

- Competitive basic salary
- Uncapped commission
- Realistic career progression opportunities
- Training & 1 on 1 coaching from our in house trainer throughout your career
- Autonomous working environment within contemporary offices in the city centre
- Excellent benefits: Private Health care, pension, every birthday off and 25 days holiday

If you are keen to hear more, please get in touch today. Each candidate will be dealt with confidentially so please feel free to call Ellie on 0117 905 5160 or email your details through to [apply@fishtank.cc](mailto:apply@fishtank.cc)