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## Placement Opportunity

<b>Reference:</b>	ORB1
<b>Job Title:</b>	Recruitment Tele-Researcher
<b>Company Description:</b>	Industrial and commercial recruitment
<b>Location:</b>	Sheffield
<b>Stay duration:</b>	6 months or longer
<b>Start Date:</b>	As soon as possible

### Job Description:

Working in a relaxed environment as part of a team hitting targets, the successful candidate will report to the Branch and Account Managers of this Industrial and Commercial recruitment company. Responsibilities and tasks involved will include:

- Interviewing potential clients and placing onto bespoke computer system
- Database information and promote company's service
- General office duties
- Undertake relevant administrative tasks
- Treat all information gained as confidential.
- Carry out any reasonable duties as directed by the management.
- All duties to be executed in accordance with best practice.

Office hours are 9am- 5.30pm, Mon to Fri.

### Essential requirements:

- Fluent spoken and written English
- Polish, Czech or other eastern European language skills
- Good telephone manner
- Good communication & organisational skills
- Confident
- Computer literate
- Flexible and adaptable
- Team player
- Current photo must be provided with application

### Desirable attributes:

- Additional language skills an advantage
- Clean driving licence

- Recruitment or customer service experience may be beneficial

#### Company activity:

- Established in 2001, the Company is active in the industrial and commercial sectors of recruitment and one of the fastest growing recruitment companies in the East Midlands region.
- Founded on the considerable experience of the Directors, their success has seen the opening of a second office in Mansfield early in 2005, with further offices in Sheffield and Nottingham.
- They offer a more professional, honest and personalised recruitment service geared to the needs of the client, with a wide range of vacancies covering most Commercial and Industrial sectors.
- They apply a most comprehensive recruitment selection process and insist on standards of the highest level when it comes to quality of staff.
- They share a strong culture of customer care and all staff continually strive to improve the level of service and commitment to clients.

#### Location:

- The Company offices are located in Mansfield, Nottinghamshire; Sheffield, South Yorkshire; Derby, Derbyshire
- Mansfield, a market town with good leisure and entertainment facilities. The town's booming leisure sector combines great shopping, loads of sport, fantastic places to eat and drink, theatre and the arts. Just 15 minute drive in any direction is some of the most beautiful rural countryside in the UK. It is also on the fringe of Sherwood Forest  
Excellent transport connections to visit all areas of UK. London is 1hr 40 mins by train, East Midlands Airport is just 30 mins away and Birmingham Airport is 50 mins.
- The Sheffield office is located in Sheffield city centre. Sheffield is in South Yorkshire, in the north of England. It is close to Leeds, Manchester, Nottingham and the Peak District  
Sheffield is England's fourth-largest city, with the wealth of facilities you would expect to find in a major city - yet it's compact, friendly and accessible.  
It has a prosperous economy and relatively low cost of living. The area is bursting with culture and entertainment, including award-winning theatres, museums and galleries. Night life is also legendary with a wealth of clubs and live music venues.  
It is the greenest city in England, with 150 woodlands and 50 public parks. Crime statistics show it is also one of the UK's safest cities.  
Sheffield has excellent rail links to all major cities. You can be in Leeds or Manchester by train in about an hour and London in less than 2.5 hours.
- Derby is a thriving city at the heart of England. Based in the East Midlands, it is the starting point of the Derwent Valley Mills World Heritage Site and home to international companies such as Rolls-Royce, Toyota and Royal Crown Derby. It is a safe city of diverse cultures and communities offering an excellent range of amenities.  
Close to the Peak District National Park  
Excellent transport connections to visit all areas of UK. London is 1hr 40 mins by train, East Midlands Airport is just 15 mins away and Birmingham Airport is 50 mins.

#### Remuneration details:

- Allowance of £700 a month will be provided to assist with accommodation and subsistence costs.
- NB: This remuneration package is not negotiable under ANY circumstances. Any attempt by the applicant to re-negotiate the remuneration will result in immediate and permanent withdrawal of our services.