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# Example of Resourcing Advisor Job Description

Our innovative and growing company is hiring for a resourcing advisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for resourcing advisor

* Performing all Telephone Interviews & administering Video Interviews
* Ensuring all candidate & manager communication is sent within agreed SLA’s
* Administering and quality checking recruitment processes for all candidates
* Ensure a high standard of customer service by proactively working with the immediate and wider HR teams
* Resolving day to day resourcing enquires, issues and complaints
* Maintain knowledge and understanding to provide guidance on UKVI right to work requirements and visas
* Identify potential improvements to processes and make recommendations to the Employee Services Management Team
* Support high profile recruitment projects where appropriate
* Accurately file all documentation and ensure all candidate and employee data is entered into HR systems in a timely accurate and consistent manner
* Accurately recording MI, providing detailed commentary around tasks for reporting

## Qualifications for resourcing advisor

* Executes and delivers end results
* Understanding of the graduate recruitment marketplace achieved through time spent working in a similar role or team
* Ability to analyse large volumes of data in order to produce MI and reports
* Familiarity with recruitment Applicant Tracking Systems IBM Brassring
* Understanding of competency based selection and assessment tools
* Understanding of best practice Resourcing activities and processes