



# Example of Resourcing Advisor Job Description

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Our innovative and growing company is hiring for a resourcing advisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for resourcing advisor

- Support the Resourcing Manager in recruitment logistics, ie arranging interviews and updating our ATS
- Provide hiring managers with regular updates on the status of their positions
- Feedback to candidates on recruitment decisions, including making & negotiating job offers
- Co-ordinate & facilitate Assessment Days or recruitment events (where appropriate) to ensure quality and required volume of candidate attendance
- Liaise with TS Partners, COO and other senior members of the team to ascertain clearly, and in detail, their resource requirements including keeping abreast of project extensions and successful proposals
- Discuss all resource requirements with project leaders and Sector teams (so Partners, Directors, and Assistant Directors) and allocate appropriate resource
- Develop strong and deep knowledge of team members so as to be able to take into account their preferences/development needs when proposing scheduling solutions
- Provide resource solutions for some non-client work resource requirements such as proposals, business development research
- Drive forward the Bid Engine pitch initiative and central database to keep it on track and reporting process every 3 months to the ADM Partner
- Manage the expectations of senior team members to maintain scheduling 'best practice' and ensure they have complete and accurate information on

## Qualifications for resourcing advisor

- Assist with fortnightly and monthly reporting including availability, forecast utilisation and revenue from Engage
- Meet with all new joiners to understand their background and talk them through the group's scheduling process
- Dealing with both high volume vacancies highly specialised vacancies
- Following current recruitment process and promoting best practice educating others on this ensuring legal compliance in all recruitment and selection activity
- You will utilise your excellent communication skills both internally as you liaise with recruiting managers and externally, liaising with candidates establishing good working relationships with external suppliers
- Ability to multi-task and manage a busy workload