



Whitehouse Distribution Centre, White House Rd, Ipswich IP1 5NX

### **Company Overview**

The first Driver Hire office opened in West Yorkshire in 1983, initially supplying temporary drivers to local transport firms. Since then, we've grown to become the UK's largest specialist logistics recruiter, providing a wide range of drivers and non-driving staff to organisations throughout the UK.

Today, Driver Hire is much more than just a supplier of last-minute lorry drivers. With over 35 years of experience and a nationwide network of over 100 offices, we offer a full range of recruitment services – temporary and permanent positions, driving work and logistics jobs.

The Bury St Edmunds & Ipswich office is privately owned and provides staffing services across the 'IP' postcode area. We currently have an office in Bury St Edmunds and Ipswich and are looking to open further facilities in Stowmarket & Felixstowe.

### **Job Description**

**Trainee Recruitment Consultant working towards achieving the Level 2 Recruitment Resourcer Apprenticeship**  
[Recruitment resourcer / Institute for Apprenticeships and Technical Education](#)

- Advertising vacancies by drafting and placing adverts across a range of media using Broad Bean
- Using social media to advertise positions, attract candidates and build relationships
- Headhunting - sourcing candidates using our extensive database, job board search engines & social media
- Using candidate databases to match the right person to the client's vacancy
- Receiving and reviewing applications, managing interviews and tests and on boarding new talent, or creating a shortlist of candidates for a specific client requirement (on behalf of the consultant)
- Briefing the candidate about the responsibilities, salary and benefits of the job
- Registering clients on our in-house Ops system
- Extensive use of Microsoft Outlook plus Excel & Word
- Acting as a first point of contact for telephone calls to the business in a professional and timely manner
- Supporting marketing activities
- Other ad hoc general administration duties and support as required

## **Requirements**

- Positive attitude
- conscientious
- enthusiastic
- ability to work autonomously as well as part of the team
- Confident telephone manner,
- excellent communication skills
- IT literate
- Driving Licence & transport preferred

## **Hours/Location**

8:30am to 5pm Mon to Fri (30 mins for lunch), hours include apprenticeship training

Based Ipswich, however there will be instances when working from other sites will be required

## **Reward**

- £4.30 per hour starting salary plus commission (salary will be reviewed in line with apprenticeship progression)
- 28 days holiday per year (including bank holidays)
- Company branded polo shirts
- Free parking
- Free tea and coffee
- Free team events ie spa days, vouchers
- On-going training and apprenticeship progression