



## **Tempdent Recruitment Resourcer Job Description**

### **Scope**

To contribute in all aspects of Tempdent agency including, clients, suppliers & other partners and to help to improve the quality & financial viability of agency provision.

### **Main duties & responsibilities**

- To source and select appropriate cvs for interviews & then to arrange the interview with the Recruitment Consultant.
- To chase up, obtain & maintain all necessary compliance & references from candidates.
- To process some temp bookings or perm vacancies as they come in.
- To undertake any necessary administrative tasks associated with the recruitment agency
- To ensure that all training matters, that you come into contact with, are immediately passed directly to the training team.
- To successfully work with Tempdent's existing temps, clients & suppliers
- To adhere to all of Tempdent's policies & procedures.
- To remain current with all aspects concerning employment law & dental profession legislation.
- To attend & contribute in meetings, and ensure that you carry out the actions that you have been assigned.

### **Qualifications & Experience**

- Either or both experience of recruitment resourcing or dental experience with necessary business or recruitment background.

### **Knowledge and Understanding**

The successful person will be able to demonstrate knowledge and understanding of:

- Dental compliance regulations
- Basic computer office software
- A willingness to gain a working knowledge of the dental professions supply, demand & legislative issues.

### **Skills and Abilities**

The successful person will be able to:

- Prioritise and plan work in an organised manner.
- Pay meticulous attention to detail
- Meet deadlines
- Work independently and use own initiative

- Manage & work well as part of a team
- Work well with partners ie candidates & clients
- Be supportive & sympathetic with candidate needs.
- Communicate effectively orally and in writing
- Use office software packages confidently
- Work to a high standard

For more information, or to apply for your CV, please contact [Jeremy Dean](#), on Tel: 020 8371 6700