

## Trainee Recruitment Sourcer

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Are you a self-driven and highly motivated individual who is interested in entering the Recruiting Profession? Then we want to talk to you.

As we emerge from the shadow of the global pandemic, companies are hiring and re-hiring talent in numbers that we haven't seen in decades!! Recruiters either work "in-house" within the company who is hiring or for specialist "agencies" that recruit on behalf of their clients. A career in recruiting can be extremely rewarding in two ways: **1)** you get to help people find great jobs and help companies find much needed talent and **2)** most recruiters are usually well remunerated, often earning bonuses or commissions for their success.

The Open Doors Initiative are partnering with SocialTalent, an Irish software company that trains more recruiters than any other organisation in the world today, to provide training and a potential work placement to candidates who are willing to commit to completing a 12 week training programme in Recruitment.

You will complete 12 self-paced online training modules, each lasting approx 2-4 hours per week, meeting virtually with an experienced mentor each week to provide you with feedback and to assist you in getting "work ready". At the end of this exciting 12 week programme, you will have the skills and knowledge to work as a Recruitment Sourcer, one of the many exciting roles within the recruiting profession. This is a critical role that involves finding and engaging with potential candidates for the roles that modern organisations are currently recruiting for.

### Here's what a sourcer's job typically looks like:

- Identify and engage with talent through the use of Google Search, LinkedIn, Social Media, and creative Sourcing techniques
- Partner with Recruiters and Hiring Managers to identify and understand specific position requirements
- Work with team members to help create successful sourcing strategies
- Perform detailed candidate screening and accurately log screening notes in the recruiting database
- Create outbound messages to candidates
- Review inbound applications and determine next steps in interview process
- Complete ongoing training available from internal resources, learning events, training sessions, and self-led education
- Track and maintain candidate details for opportunities and metrics

- Act as point of contact for candidates and provide Hiring Managers with market insights data
- Work with coordinators and other cross-functional teams to ensure best candidate experience

**This is what we need from you to ensure you can be successful:**

- You need to be fluent in English both written and spoken
- You must be comfortable using a laptop, spreadsheets, search engines etc without need for much technical support
- You should be comfortable navigating your way around social media channels
- Basic typing skills with good typing speed
- Ability to learn quickly in a fast-paced, dynamic work environment
- Good verbal and written communication abilities
- Interpersonal skills with the ability to build connections quickly with employees, stakeholders, candidates, and communicate effectively with all levels of the organization
- Ability to multitask
- Enthusiasm to network and communicate with others

Are you interested and willing to invest approximately 4 hours per week to set yourself up for an exciting career?

If so, contact us now on [irene.villar@socialtalent.com](mailto:irene.villar@socialtalent.com) to see if you are eligible for our next programme.

We are an inclusive employer and welcome applications from people of all backgrounds and abilities. Please let us know if you require reasonable accommodation for the interview process and we will do our utmost to accommodate you.