

## **Mortimer Spinks - Overview**

Mortimer Spinks is a recruitment division of a publicly listed global company and is a trusted advisor to many of the UK's leading organisations. Our talented professionals pursue the highest levels of integrity and quality in providing a unique portfolio of services; IT, Financial, Secretarial and Office support providing our clients a tailored and comprehensive recruitment solution. With existing offices in Leeds, London, Birmingham and Surrey this is an exciting opportunity to join our Leeds office with the emphasis on working with "cool brands", "super brands" and SMEs within our client portfolio.

## **Role Overview**

Covering the North of England, while working in partnership with the other 3 offices, to cover the whole of the UK, you will be initially responsible for resourcing candidates against specific client briefs across the IT spectrum from Software developers to Support Analysts. This is done through a telephone based environment, understanding and identifying the relevant skill sets qualifying a candidates level of experience and promoting our clients opportunities.

## **Key Responsibilities include:**

- Locating candidates by matching individuals against a pre-qualified specification
- Conducting searches on the database, posting job adverts & building the candidate database
- Updating candidate records, qualify & commit candidates to defined roles
- Developing a solid understanding of technical terminology and environments
- Developing new client relationships for Mortimer Spinks

## **Level of experience**

A graduate living in the Leeds area or willing to relocate, ideally with some commercial experience but not essential, looking for a career that involves customer contact and reward for exceeding targets.

Please contact David Raper at Mortimer Spinks for more details on: 0113 3600050 or [david.raper@mortimerspinks.com](mailto:david.raper@mortimerspinks.com)

