

# JOB DESCRIPTION

## Resourcing Coordinator

**Salary:** DOE  
**Type:** Resourcing Coordinator  
**Hours:** Full-Time



Jigsaw Medical is one of the UK leaders in medical services, offering a range of services for the commercial, media, and events sectors. We are split into three clear divisions operating from multiple offices across the North West:

1. Our Clinical Services Division specialises in providing emergency ambulances, event medical cover, ambulance services and TV / Film unit medics.
2. Our training division provides first aid training courses and clinical education.
3. Our recruitment division provides medical staffing solutions to NHS trusts and private sector clients - making up our three clear divisions.

At Jigsaw Medical we believe in people being at the heart of our success, we are proud of our creative and positive working environment and strive to make sure our team enjoy coming to work. Our foundations are built on transparent and collaborative working from board level to each area of our business.

### Overview of the role:

Jigsaw Medical has a vacancy for a Resourcing Coordinator for our recruitment team. The role would suit someone who ideally has experience within the medical or recruitment industry, is able to work flexibly but office based, has exceptional organisational skills and has an interest in planning their own time effectively.

The right candidate will also have good Microsoft Office skills and an ability to work with a growing team, be an excellent communicator and have a desire to build rapport over the phone and via email. This is a fantastic opportunity that will include training and development in all aspects of the role.

This will include working with healthcare professionals and our compliance team to populate rotas and ensure the highest quality of candidate. You will be working with various systems to obtain the correct information from candidates and ensuring they are fully compliant and able to work shifts with Jigsaw Medical.

### **Jigsaw Medical Services Ltd**

Jigsaw House, 11 Portal Business Park, Eaton Lane, Tarporley, Cheshire. CW6 9DL

**Tel:** 01829 732 615 | **Fax:** 01829 730 711 | **E-Mail:** info@jigsawmedical.com | **Web:** jigsawmedical.com

Jigsaw Medical Services is a company limited by shares, registered in England & Wales,  
**Company No.** 7964903 | **Vat No.** 133 4201 62

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## The principal objectives of the role are:

- Building a fantastic rapport with candidates to maintain a strong working relationship
- Contacting new starters following their successful registration
- Pre allocation compliance checks to ensure they are fully compliant with CQC standards
- Processing timesheets weekly in accordance with payroll deadlines
- Supporting the recruitment team with scheduling duties
- Working with our resourcing team to staff our Emergency Ambulances and Response Cars across a number of UK sites
- Checking professional registrations and accompanying documents prior to every allocation
- Working in a fast paced environment which is predominately temporary recruitment

Most importantly, you will need to be a team player who cares about our Candidates (who we like to call #TeamJigsaw).

## Personal Experience:

### Essential

- Excellent spoken and written English
- User of Microsoft Office
- Knowledge of Social Media (particularly LinkedIn, Twitter and Facebook)
- Strong organisational skills
- Excellent telephone manner
- Strong communication & interpersonal skills
- A positive attitude

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## Further Details

Reporting to: Recruitment Solutions Manager

Location: Head office, Tarporley, Cheshire.

Hours: Full-Time. Monday-Friday 9am – 5pm

## To apply for the job

**Please send your covering letter and CV to:** [recruitment@jigsawmedical.com](mailto:recruitment@jigsawmedical.com)

To apply for the role, please send a copy of your current CV and a covering letter (maximum 800 words); explaining how you feel your experience matches the requirements of the job description and person specification.

Please include your full contact details and mention where you found out about the role. Please also include the names of two professional referees, including your most recent or last employer. Please note that referees will not be approached without your prior knowledge, and only following a successful application and final interview.



Be Part of  
**#TeamJIGSAW**

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