

Recruitment Consultant

Role definition:

Identify and secure job opportunities within organisations. Attract candidates and successfully place them in those jobs in return for a fee.

Job purpose:

- Place suitable candidates to meet client requirements in order to achieve revenue in line with corporate and personal goals
- Develop and manage client and candidate relationships, to ensure high levels of customer satisfaction and quality standards

Responsibilities:

1. Place suitable candidates to meet client requirements in order to achieve revenue in line with corporate and personal goals

- Identify, progress and convert sales leads as required
- Proactively and consistently strive to identify and obtain new business opportunities
- Source suitable vacancies in line with company policies and sales procedures
- Manage and profitably develop client relationships
- Establish and agree terms and conditions of service
- Identify and attract candidates using all appropriate methods to satisfy job requirements
- Monitor responses/applications received and make sure that candidate's applications are processed efficiently
- Shortlist and present suitably qualified applicants against defined job vacancies
- Manage the recruitment and selection processes by effectively liaising with the client, candidate and internal teams
- Successfully place suitable candidates with clients
- Ensure all necessary administration, payment and aftercare services are concluded in line with company policies
- Understand and meet agreed KPIs (vacancies taken, calls made, interviews etc)
- Meet and exceed agreed financial targets (Industry recommend levels, 3:1, revenue to salary)
- Contribute to team meetings as appropriate

2. Develop and manage client / candidate relationships, to ensure high levels of customer satisfaction and quality standards

- Ensure that candidates and clients receive a professional and comprehensive recruitment service at all times

- Comply with company management systems, payroll and billing policies and procedures including accurate database management
- Develop expertise of market rates and conditions within your sector in order to consult with candidates and clients
- Conduct professional discussions with clients and candidates using all mediums as appropriate
- Seek and provide feedback in a professional manner at all times to candidates and clients
- Conducting regular service reviews with both clients and candidates to ensure continuous improvement

3. Operate in line with the industry code of ethics and relevant legislation

- Accurate recording of candidate and client information on the recruitment database
- Comply with all relevant employment legislation and appropriate codes of practice
- Comply with all relevant sector specific legislation
- Comply with all relevant health and safety legislation, employee rights and responsibilities
- Seek support and escalate non-compliance where appropriate

Person specification:

Essential

- Self-motivated and able to identify opportunities
- Tenacious and resilient
- Ambitious, driven and determined to achieve targets and objectives
- Problem solving, influencing, questioning and listening skills

Desirable

- Innovative
- Attention to detail
- Customer focused approach
- Time management and organisational skills
- Appropriately presented

Qualifications:

Essential

- Level 2 or equivalent in Maths and English

Desirable

- A sales, recruitment or HR qualification
- Membership of a relevant professional body

Skills

Essential

- Appropriate verbal and written communication skills
- ICT literate with accurate keyboard skills

Desirable

- Knowledge of recruitment software or CRM systems
- Organisational and planning skills

Experience:

Desirable

- Previous recruitment experience
- Experience of relevant market sector
- Experience of a customer focused and sales role
- Demonstrable ability to develop business relationships

Want to stand out from the recruitment crowd?

Give the IRP a call today and see how we can help you develop your career for the long term.

Call 020 7009 2100 or email info@rec-irp.uk today.