

**JOB DESCRIPTION/PERSON SPECIFICATION**  
**Apprentice Recruitment Consultant**

**Department name:** Sales & Recruitment

**Purpose/objective:**

The purpose/objective of an Apprentice Recruitment Consultant will be to provide critical sales and recruitment support to the Company.

**Organisation:**

Personnel Futures Limited is an Engineering and Technical Employment and Recruitment business who are dedicated to first class training and development with a clear career path throughout the business.

**Job title:** Trainee Recruitment Consultant

**Key tasks and duties covered to meet the company's and staff's objectives:**

To gain:

- Good office practice
- Timekeeping
- Presentation
- Problem Solving
- Industry knowledge
- Employment law knowledge
- Interviewing skills
- Telephone techniques
- Sourcing candidates skills
- Speaking with candidates
- Candidate care
- Switchboard operation, filing and post experience
- Good level of PC skills
- Good level of data entry skills including MS Office and Influence database
- CV production
- Database management
- Skills for providing general recruitment support to staff in the office
- Skills using the internet and other media to identify and resource market intelligence and supportive information
- Introduction to client targets
- Introduction to negotiation skills

To gain:

- Skills in lead generation: Good quality leads through proactive activity
- Development of speaking with candidates and clients
- Development of negotiation skills
- Report writing, Copywriting and advertising skills
- Development of industry knowledge
- Account development, including debt collection
- Good quality candidate assessment
- Achieving company's targets and improving client targets
- Skills for providing general recruitment and sales support to staff in the office

To carry out and improve on:

- Conduct good quality sales and recruitment activity levels as set out by the Company
- Presentation and public speaking
- Strategic thinking / planning
- Budgeting/Forecasting/targets
- P&L Management
- Selling contractors, perms and recruitment solutions
- Ensuring both Client and Company targets are met and exceeded

**Expenditure responsibilities:**

To be agreed.

**Person specification:**

Must be a lively and enthusiastic individual who is hungry for success.

A good level of education including Maths and English along with good PC skills is required for this role. A self-starter who is able to work on their own or as part of a team will be a suitable fit to the role. It is expected that the successful candidate will hold a full clean driving licence.

It is envisaged that the role will provide opportunities for candidates to develop their skills in key areas related to the recruitment market and that successful candidates will eventually become consultants building their own portfolio of clients and market sectors related to the general business of Personnel Futures Limited.

Training and development from within the company will be provided and with external training organisations.

This is an opportunity to participate in the success of a growing business.