

**JOB DESCRIPTION/PERSON SPECIFICATION**  
**Business Development Consultant**

**Department name:** Sales & Recruitment

**Purpose/objective:**

The purpose/objective of a Business Development Consultant will be to identify key potential clients to develop new business.

**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 which is linked to your performance.

**Job title:** Recruitment Consultant

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

The role will involve but not limited to:

- Identify key potential clients to develop new business
- Develop, maintain and own long term relationships
- Maintain excellent customer service to your existing clients
- Working with the Senior Management Team to compile strategies to target key sectors
- Attend networking events
- Record all Client contact through our CRM system
- Work with outside organisations to promote opportunities

To carry out and improve on:

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

**Expenditure responsibilities:**

To be agreed.

**Person specification:**

Skills required for the role:

- Have a good level of education including Maths and English along with good PC skills.
- Strategic approach to business, ability to work to targets
- A professional & confident telephone manner
- Ability to network, influence and confidently negotiate and close
- Ability to work in a face paced, busy environment
- An assertive approach to sales alike
- Be a self-starter who is able to work on their own or as part of a team
- Be a lively and enthusiastic individual who is hungry for success.
- Have excellent planning skills, presentation and public speaking skills
- Hold a full clean driving licence.