

JOB DESCRIPTION/PERSON SPECIFICATION
Recruitment Consultant

Department name: Sales & Recruitment

Purpose/objective:

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

Organisation:

Personnel Futures Limited an Engineering, Science and Technical Employment & Recruitment business who is 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:

- Start a warm desk with the potentially to bill immediately
- Conduct a good quality of recruitment activity
- Ensure both Client and Company targets are met and exceeded
- Identify key potential clients to develop new business
- Maintain excellent customer service to your existing clients.
- Liaising and interviewing suitable candidates, working closely with candidates and clients throughout the entire recruitment process to ensure a successful placement.

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, solutions
- Ensuring both Client and Company targets are met and exceeded

Expenditure responsibilities:

To be agreed.

Person specification:

This is an opportunity to participate in the success of a growing business. The successful candidate will:

- Have a good level of education including Maths and English along with good PC skills is required for this role.
- Be 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
- Hold a full clean driving licence.
- Be a lively and enthusiastic individual who is hungry for success.
- Have excellent planning skills, presentation and public speaking skills
- Ability to work to targets
- A professional & confident telephone manner
- Ability to negotiate and close
- An assertive approach to recruitment and sales alike
- Ability to work in a fast paced, busy environment