resource group

JOB DESCRIPTION

Recruitment Consultant

JOB TITLE:	Recruitment Consultant
RESPONSIBLE TO:	Business Manager
DIVISION/LOCATION:	Bristol/Worcester/Basingstoke
HOURS OF WORK:	40 hours per week Monday to Friday
POSITION SUMMARY:	The role includes the maximisation of fees in accordance with the strategies in the weekly/monthly business plan and to achieve the targets set therein. It is also the responsibility of a Recruitment Consultant to provide a quality service to all Clients, Candidates and Colleagues, ensuring compliance with procedures laid down in the Group Quality Manual and the REC Code of Conduct. The role reports to Business Manager or Team Leader.

POSITION IN STRUCTURE:

Director

Business Manager

Team Leader

Senior Recruitment Consultant

Recruitment Consultant

Resourcer

KEY COMPETENCIES:

- Achieving Results
- Business Development
- Building Relationships
- Conduct
- Communication
- Customer Relationship
- Drive
- Planning and Organising

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MAIN DUTIES AND RESPONSIBILITIES:

In addition to the functions detailed below, employees are required to carry out such other duties as may reasonably be required. In addition, key objectives and targets will be set/established and agreed on appointment.

- Business Development incorporating knowledge of sector/discipline
- Applicant Management using all systems correctly and developing Consultant techniques
- Job Filling and Client Management
- Business Planning and Reviewing
- Account Management
- Adherence to all Quality Management requirements
- Provide after-sales service to both clients and candidates
- Achieve billings in excess of £100,000 in any 12 month period
- Candidate name gathering
- Making cold approaches to targeted candidates
- To learn how to fully utilise the company's database
- To arrange interviews, sometimes sequences of interviews between clients and candidates.
- To fill positions (Contract or Perm).
- To fully adhere to the RGL Quality Manual
- To manage and keep the candidate database "clean"
- Be an affiliate member of the Institute of Recruitment Professionals (AIRP)

QUALIFICATIONS:

- GCSE or higher including English Language

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