

Brief Description

In this customer focused role you will establish mutually beneficial business relationships with Clients, looking to recruit additional staff, and with Candidates who are seeking their next career move or contract assignment.

As a Recruitment Consultant you will:

- Develop business relationships/opportunities with both current and potential Clients
- Attract new Candidates to register with Minerva
- Evaluate Clients' staffing requirements and assess how best to meet their needs
- Find suitable Candidates who match your Clients' vacancies and promote them to your Clients
- Ensure that Candidates are fully prepared for interview before meeting the Client
- Manage the entire recruitment process from taking a vacancy through to placing a Candidate in a job which could be a permanent position or temporary contract assignment.

To be successful you will have to:

- Develop an existing Client and Candidate database
- Promote Minerva's range of services to Clients and Candidates, largely on the phone but also through visits, presentations and networking events
- Foster strong relationships with your Clients and strive to exceed their expectations
- Ensure you are up to date with developments in your specialist sector and with your competitors' activities, making you an expert in your local market
- Use your initiative and creativity to find good quality Candidates from a variety of sources
- Advertise your vacancies in a range of media, including our own website and other known job boards
- Interview Candidates, manage their expectations and gain their commitment

Person Specification

Attributes to become a successful Recruitment Consultant

- Self motivated
- Enthusiastic
- Confident
- Self disciplined
- Professional in approach
- Attention to detail
- Ambitious
- Organised
- Patient
- Focused
- Target orientated
- Ability to think laterally
- Articulate
- Takes a pride in their work
- A good memory

Required Skills and Qualifications

You will need to demonstrate an excellent work ethic and a have a natural desire to succeed in what is an extremely competitive sector in challenging economic times. You will be naturally self-disciplined and motivated with a positive attitude towards work and life.

Education and Experience

Ideally degree qualified you will possess excellent people skills and may have had working experience in a sales environment or the service industry sector.