**Main purpose of the role:**

To work with Senior Management in driving the business, prioritising and managing workloads and to help motivate and encourage team members.

To provide customers and candidates with first class service, meeting and exceeding customer expectations, matching to client briefs and to develop the region in terms of repeat and new business, all working to targets.

**The Role:**

Managing a team of Recruitment Consultants and Resourcers.

To develop a good understanding of client companies, their industry and what they require.

Looking after a specific region within the UK and developing the database, selling the services of the agency to both candidate and clients alike and working to and exceeding KPI’s and quarterly targets.

Working with Senior Management to motivate, develop and monitor the team’s performance and KPIs.

Checking the quality of all work that is delivered to customers.

Ensuring quality standards within the business are maintained, i.e., candidate registrations, cv’s , databases.

Business development/marketing to attract new companies and repeat business into the company and help build brand awareness.

Using our candidate database and a selection of specialist websites/media to match the right person to the client’s vacancy.

Responding quickly and accurately to customer needs and resolving complaints.

Receiving and reviewing applications from candidates on a daily basis.

Discussing and providing information to candidates regarding the responsibilities, salaries and benefits of job roles.

Preparing CV’s to forward to clients regarding suitable candidates.

Organising interviews for candidate and clients as requested.

Obtaining feedback from clients and candidates after interview.

Negotiating terms of business with new clients.

Negotiating and finalising all details between client and candidates upon offer.

**Skills Required:**

Excellent communication skills.

Strong motivational and Leadership skills.

Ability to work to deadlines.

Strong organisational skills.

Good Level of education.

Self motivated, proactive personality and results driven.

Good attention to detail.

Strong research skills.