**Main purpose of the role:**

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 and KPI’s.

**The Role:**

As an experienced Recruitment Consultant you will develop a good understanding of our customers, their industry and what they require.

Working as part of a team with other Consultants and Resourcers to manage a specific region within the UK, developing the database, selling the services of the agency to both candidate and clients alike and working to and exceeding KPI’s and targets.

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.

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.

Achieving weekly KPI’s.

**Skills Required:**

Ability to work to deadlines and prioritise a busy and changing work load.

Strong organisational ability.

Strong research ability.

Excellent communication and the ability to build relationships.

Strong negotiation and proven sales skills.

Business development.

Candidate resourcing and cross matching.

PC literate and use of database experience.

Good standard of education.

Team focused approach ability to lead when required.