**Main purpose of the role:**

To provide customers and candidates with first class service, meeting and exceeding expectations, matching to client briefs and placing candidates in job roles, whilst developing an excellent understanding of the businesses within a region.

**The Role:**

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

To develop a good understanding of the types of roles and job functions with the industry sectors that we specialise

Looking after a specific region within the UK and developing the database, selling the services of the agency to candidates

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

Compiling job specifications

Responding quickly and accurately to customers and candidates needs

Receiving and reviewing applications from candidates on a daily basis.

Cross matching candidates to all vacancies within the business

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 candidates and clients as requested.

Obtaining feedback from candidates after interview.

Negotiating and finalising all details with candidates upon offer.

Marketing candidates to targeted businesses

Achieving KPIs on a weekly basis.

**Skills Required:**

Excellent communication and the ability to build relationships.

Time management and organisation skills.

Strong negotiation skills.

Research ability.

Sales ability.

Candidate resourcing and cross matching.

PC literate, attention to detail to maintain database systems.

Ability to work to strict deadlines, goal orientated.

Team focused approach.