



Job Description Recruitment Consultant

Location: – Worcester city centre

Salary: - £20,000

Working hours: - 37.5 hours – 1 hour for lunch (Flexi-time with core hours 9.30am – 3.30pm)

Other Benefits include 20 day holidays + bank holiday + Mobile / Blackberry

Main responsibilities:

Business relationships with clients:

- Provide consultative and service driven relationships with clients;
- Ensure regular communication (client call cycle) is maintained with client contacts;
- Ensure that information held on clients is maintained and updated regularly;
- Problem solve, offering advice and direction to client where required;
- Work with clients to help them get the best out of the website;
- Write copy when needed;
- Sell additional advertising space to clients in order to maximise response to comparelegaljobs.com;

Telephone interview and register candidates:

- Correct coding and information maintained on candidates;
- Delivery against candidate requirements;
- Regular contact and communication (candidate call cycle);
- Offer advice and guidance;

Demonstrate:

- Strong negotiating skills and a persuasive nature;
- Key negotiation skills at both client and candidate level;
- Empathy with client and candidates;

Develop and maintain good working relationships with colleagues:

- Play an active role in ensuring team and business exceed financial targets;
- Be an team player and demonstrate the ability to build and widen internal relationships;

Other areas include:

- Effectively communicate, both written and verbally at a business level with clients and candidates;
- Manage and prioritise workflows, demonstrating flexibility where required;
- Understand key business services within permanent markets, therefore allowing effective cross sell;
- Take a proactive approach to widening individual understanding of the recruitment and chosen markets;
- Maintain and enhance external communications; maintain a professional and consultative approach, there continuing and developing the company's positive PR image;

Personal skills:

- Proactive
- Enthusiastic
- Consultative approach
- Ability to problem solve, offer solutions
- Possess a sense of urgency
- Maintain and develop credibility
- Building meaningful and long term relationships
- Desire to broaden client and market knowledge
- Maintain and develop client and candidate relationships
- Strong written, verbal and nonverbal communication skills
- Ability to plan, organise and time manage.