

## Job Description

**Title:** Candidate Consultant

**Reports to:** UK Director

**Based at:** Canary Wharf, London

**Website:** [www.h2recruit.co.uk](http://www.h2recruit.co.uk)

**Job purpose:**

To proactively source and interview candidates face to face and over the phone and provide full resourcing support to the management team

**What you can expect as a candidate consultant:**

At h2 Recruit you will receive a full induction into your new role. All candidate consultants are given h2's extensive training programme by a senior member of the organisation.

As well as your initial induction training you will receive support and mentoring from both the directors of the business as well as other senior members of the team in order to give you an on-going support network and guidance in your day to day operations to ensure you are working to maximum efficiency levels.

**Key responsibilities and accountabilities:**

1. Manage your desk and take full responsibility - working autonomously.
2. Source candidates for the live vacancies across the business using a range of techniques including advertising and headhunting.
3. Achievement of set monthly targets (revenue and Key Performance Indicators).
4. Use advertising and social media to source and attract candidates to your roles.
5. Network effectively throughout the office to ensure best candidate/ client match.
6. Ensure the integrity of the CRM system and keep regularly updated.
7. Attend a morning meeting to show your manager your plan for the day
8. Provide management with weekly accurate forecasting on your progress.
9. Attend meetings where requested. You will be invited to join the weekly breakfast briefing where you will get the opportunity to hear what all your colleagues have picked up in terms of roles over the previous week.

## **Personal profile – Candidate Consultant**

**Personality:** Self-driven, results-oriented with a positive outlook, and a clear focus on activity, high quality and achieving set targets. A natural forward planner who critically assesses own performance. Demonstrate and be comfortable in dealing with a diverse range of people on a day to day basis covering a number of different industries. You must be a reliable, hardworking, persevering and determined individual. Well presented and businesslike approach and the ability to get on with others and be a team-player.

**Specific Job Skills:** Able to communicate over the phone, face to face and in written prose. Someone who has the ability to learn quickly can operate autonomously, handling their own desk. Experience in sales is a plus but not essential.

**Computer skills:** Must be computer literate (able to operate Microsoft packages such as Word / Excel etc) and be able to pick up CRM systems and basic online functions.

**Business and Selling Skills:** Must be an excellent telephone communicator. Ideal background would be in a form of sales that is predominately phone based but with some face to face interaction as well as experience of handling multiple projects at any one time.