

Job Description – h2 Recruit Ltd

Title: Recruitment Consultant

Reports to: UK Director

Based at: Canary Wharf, London

Website: www.h2recruit.co.uk

Job purpose:

To proactively place candidates using h2's specialised approach within the recruitment industry. Taking high calibre candidates to market, controlling the full process from arranging interviews to coordinating offers in order to meet set targets.

What you can expect as a consultant:

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

You will also be able to access a range of resources to assist you in your role as a consultant, unrivalled by any other recruiter on the market. The support h2 deliver to their consultants is excellent and you will get the opportunity to meet with your business manager every morning in order to assist you with any problems you may encounter and to give you expert advice. The organisation has aggressive growth plans in 2012 and there is a real opportunity to manage your own team of sales consultants within 12 months. H2's promotion strategy is simple and unbiased and if you are showing signs of success, not only will this be recognised, you will be rewarded accordingly.

In addition you will be placed on the organisations competitive and highly lucrative commission structure. The opportunity to earn significantly due to the accelerator in the commission structure is a distinct possibility assuming you follow h2's structured approach.

Key responsibilities and accountabilities:

1. Manage your desk and take full responsibility - working in a 360 degree model.

2. Proactively seek the development of new clients.
3. Source candidates for the live vacancies you are controlling.
4. Achievement of set monthly targets.
5. Use advertising and social media to source and attract candidates to your roles.
6. Network effectively throughout the office to ensure best candidate/client match.
7. Ensure the integrity of the CRM system and keep regularly updated.
8. Respect and work within the Prime Business Time Model (9-12)
9. Provide management with weekly accurate forecasting on your progress.
10. Attend meetings where requested. You will be invited to join the weekly breakfast briefing where you will get the opportunity to tell all your colleagues what you require. You will also have daily meetings with your business manager.

Personal profile – Recruitment 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 senior company executives as you will be mainly conversing with Sales Directors. You must be a reliable, hardworking, persevering and determined individual. Well-presented and business-like 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 and being sales orientated is essential and if you have worked in new business sales with experience in cold calling this would be of great use.

Computer skills: Must be computer literate 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 new business sales role, although recruitment would be desirable. A proven track record of sales in your previous position(s) would be advisable.