



Orion

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Who We Are and What We Do

Orion building better futures.

We are a multiple award-winning engineering and technical recruitment agency. We work with innovative companies from global players in their markets to fast evolving start-ups.

Working as a trusted talent partner, we help to shape our client's growth by playing a fundamental part in their recruitment strategy.

We are experts in the full life cycle of recruitment - from shop floor to senior level.

As a result, Orion has become the trusted recruitment partner of choice to many.

Our Mission is to deliver recruitment excellence by offering Talent Solutions that surpass our clients' expectations.

We positively change people's lives by finding them the right job opportunity and support companies growth by recruiting the right people to ensure that they successfully achieve their goals.



JOB TITLE

Trainee Recruitment Consultant

SALARY

£22K-£25K Per Annum

*Uncapped Competitive Commission Structure

*Extra Bonus Incentives

*21-29 Days Holiday depending on length of service

* Subsidised gym membership or private medical cover after year 1

CUTTING-EDGE TECH AT YOUR FINGERTIPS

*Laptop

*Bluetooth noise cancelling headphones

*State of the art CRM

*Sourcebreaker Search

*LinkedIn/CV Library/Jobsite/Reed/Indeed Recruiter licenses

REPORTING LINE

Divisional Manager

LOCATION

Reading RG64UT

SECTORS

Design, Automation, Aerospace, Automotive, Manufacturing and Key Accounts

Trainee Recruitment Consultant

We are currently looking for a driven and talented individual to join our expanding Engineering and Technical recruitment consultancy based out of our Reading office

As a Trainee Recruitment Consultant at Orion, you will have the opportunity to form part of already successful and growing team, with clear metrics to progress into a Recruitment Consultant within 6 months.

Orion aim to deliver recruitment excellence by offering a service of real value that is in tune with our fast-paced world.

We promote Talent from within and reward based on merit, so you're not only empowered to take control, but you are recognised for your performance excellence.

YOUR FOCUS

As a Trainee Recruitment Consultant your day will be varied, however the key duties and responsibilities are as follows:

- Winning new client business through lead gathering, networking and marketing techniques.
- Building a good understanding of clients, their industry and what's important to their work culture and environment.
- Developing an excellent knowledge of Orion, our portfolio of recruitment products and market differentiators in order to recommend the best recruitment strategy.
- Negotiating fees that benefit both our clients and us.

- Sourcing the best candidates through a variety of methods using the very latest technology and our a state-of-the-art CRM.
- Writing thought provoking and relevant job adverts to attract the best talent both on and in the market.
- Qualifying candidates to understand their personal and professional motivations behind a job search.
- Mentoring and preparing candidates to ensure the best possible outcome at interview.
- Mentoring and coaching Less experienced team members
- Develop long term relationships into Key Accounts

- Demonstrate effective Key Account management skills and securing ongoing repeat business
- Generate new business through candidate marketing campaigns
- Supplying comprehensive feedback after interview to both clients and candidates.
- Delivering job offers and coaching candidates through the resignation and notice process.
- Upholding the Orion values of Honesty, Integrity and Continuous Improvement with clients and candidates at all times.
- Working towards and exceeding targets related to your promotion criteria.

BENEFITS

- £ ·Uncapped commission structure
- 🏠 ·Hybrid Working - Two days of work from home after 6-month probation.
- 🍷 ·Quarterly lunch clubs
- 🌴 ·Annual holiday incentive
- 🏥 ·Health Care or Gym Membership after 1 year
- £ ·Employee of the month – £100 voucher
- £ ·Employee of the quarter - £250 voucher
- 🏠 ·New Home Hamper
- 🕒 ·3pm Friday finish
- 🍳 ·Free breakfast, cereal, bread, toast and condiments

- 📊 ·Individual Learning and Development Plan
- 📊 ·Structured Career Progression
- 🍏 ·Weekly fresh fruit delivery
- 🍷 ·Weekly lunch supplies
- 🎉 ·2x company events, Xmas and Summer
- £ ·Year 1 - Bottle of champagne
- £ ·Year 2 - £50 voucher of your choice
- £ ·Year 3 - £100 voucher of your choice
- £ ·Year 4 - £250 voucher to be used at fine dining experience of your choice
- £ ·Year 5 - £500 to spend on an item of your choice

- 🌴 ·Year 6 - 1 additional extra days Holiday
- £ ·Year 10 – 10% of your basic salary to be as an annual company pension contributions & gift up to the value of £1000
- 🌴 ·Year 11 - 1 additional extra days Holiday
- £ ·Year 15 – Holiday voucher up to £2500 plus one week's holiday entitlement in that year to take the holiday.
- 🌴 ·Year 16 - 1 additional extra days Holiday
- £ ·Year 20 – Gift up to the value of £5000 and two weeks extra holiday entitlement in that year
- 🏥 ·Office Mental Health First Aider