

RECRUITMENT CONSULTANT



Estimated Time Frame: 12 – 36 months

THE ROLE:

As a Recruitment Consultant, you have the responsibility for the delivery of services to both candidates and clients with minimal supervision. You will be seeking to position yourself as a specialist in your sector with the goal of achieving recognition as an expert in your dedicated field and being self-sufficient in new business generation. You will report to your Team Manager.

DUTIES AND RESPONSIBILITIES:

Corporate Values

- Be an ambassador for Orion Electrotech and uphold our core values and ethics
- Behave in a professional manner appropriate to the market place we serve
- Adhere to our minimum acceptable standards policy
- Demonstrate a willingness to contribute to meetings and the overall success of the business
- Full compliance with our ISO9001 Quality Procedures
- Compliant and adherent to the policies and procedures in the company employment manual

Client Development and Management

- Demonstrate a complete understanding of the breadth of our contract and permanent services
- Have a comprehensive understanding of our terms and conditions of business
- Negotiation of contract rates and permanent introduction fees
- Assist in mentoring and training of Trainees
- Build an in-depth knowledge of your sector
- Market sector intelligence gathering
- Arrange client visits to win new / exclusive business
- Develop long term relationships into key accounts
- Attend and deliver effective client meetings and presentations
- Generate new business through candidate marketing campaigns

Candidate Recruitment and Management

- Candidate name gathering
- Identify, target and qualify potential candidates
- Interview and present candidates
- Source vacancy leads and be able to convert into live job orders
- Win and complete retained business
- Management of candidates through to offer and acceptance to include interview briefing, debriefing, offer negotiation and counter offer management
- Regularly ask for and receive referrals and recommendations
- Collect and evaluate statistical information relating to own performance
- Plan business strategies around this information

Activity Targets

- 10 sales leads per week generated
- 20 first interviews each month
- 8 new vacancies generated per month
- 6 new clients visits booked in a month

Margin target

- Minimum acceptable standard of £84,000 invoiced over 12 months

Remuneration

- £20,000 - £30,000 per annum
- 22 – 25 days annual holidays (depending on length of service)
- Birthday to be given as an extra days holiday
- Commission scheme as per company policy
- After three months employment auto-enrolment into company pension scheme

Minimum requirement for progression to Senior Recruitment Consultant

- Minimum of 18 months service in recruitment
- Achieved total billings of £130,000 in any given financial year
- Demonstrate consistency in fee income
- Win and deliver on a minimum of three new accounts generating a combined fee income of £10,000 per account
- Achieve job order & interview targets consistently for six months
- Proven competency and full compliance in the use of the ITRIS database
- Prepare a Personal Business Plan and present it to your Line Manager and/or Director

Core Competency Assessments

S4 Negotiation Tactics

S5 Client Meetings Part 1 – Five stages and booking meetings

S5 Client Meetings Part 2 - Preparation

S5 Client Meetings Part 3 - Conducting the meeting

S5 Client Meetings Part 4 – Visit follow up

S5 Client Meetings Part 5 – Keeping in contact

In the absence of the Recruitment Consultant the Senior Recruitment Consultant, Account Manager or Team Manager will deputise as and when appropriate.

Issued to:

Signed:

Dated: