

# TRAINEE RECRUITMENT CONSULTANT



Estimated Time Frame: 0 – 12 months

## **THE ROLE:**

As a Trainee Recruitment Consultant, your core activity will be to learn how to become proficient in the fundamentals of recruitment by providing candidate resourcing support, information gathering, lead generating activity and candidate marketing. Working within a team you will be working under the direction of a Senior Consultant or 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

### ***Resourcing Principles***

- Search for candidates using our internal database
- Interviewing and Qualifying Candidates
- Writing effective online job and web advertisements
- Searching Job Boards and use of Watchdogs
- Preparation of CV's and Candidate Profiles
- Candidate and Client Interview Management
- Candidate Referencing
- Understanding why deals go wrong
- Use of LinkedIn and building up of Personal Profile
- Developing your understanding and confidence of Engineering terminology and jargon
- Develop an understanding of Terms and Conditions, Contract Rates
- Using ITRIS Database to create new records including candidates, clients & vacancy requirements
- Using ITRIS Database for Data management including keywords, comments, & compliance,
- Using ITRIS Database for completing workflow process control from vacancy to placement

### ***Lead Generation***

- Sales lead gathering from candidates
- Client contact name gathering
- Market sector information gathering

### ***Candidate Marketing***

- Identification of high demand candidates and presentation of terms to candidates
- Profiling of high demand candidates
- Follow up calls to clients

### ***Remuneration***

- Basic Salary £18,000 - £24,000 per annum
- 21 days annual holidays to include day off for birthday
- After three months employment auto-enrolment into company pension scheme
- Commission scheme as per company policy

### ***Minimum requirement for progression to Recruitment Consultant***

- Minimum of six months service
- Demonstrate consistency in fee income with a minimum acceptable standard of £42,500 pa
- Proven competency and full compliance with the use of the database
- Proactive participation in company power hours
- Demonstrate consistency in generating 2 quality sales leads per day
- Demonstrate consistency in marketing 2 candidates per week with follow up sales call to a minimum of 20 client contacts per week

### **Core Competency Assessments**

R1 Searching the job boards

R2 How to write an effective job advert

R3 Lead generation

R4 Qualifying and interviewing candidates

R7 Candidate referencing

R8 Interview preparation and management

R10 Making vacancies easier to fill

R11 Time management and prioritisation

S1 Selling candidates

S2 Preparing for a sales session

S4 Negotiation tactics

In the absence of the Trainee Recruitment Consultant the Recruitment Consultant will deputise as and when appropriate.

**Issued to:**

**Signed:**

**Dated:**