

## Graduate Vacancy

Job Reference Code	TGR 1675
Job Title	Graduate Recruitment Consultant
Salary	£19,000-£19,500 basic + & bonus schemes!
Location	Loughborough
Degree Required	Relevant
Skills Required	<p>To be a successful consultant for this company it takes a range of skills and attributes and above all you need the drive to succeed and the determination to keep going when you may come across difficult choices or scenarios. This takes a strength of character which will see you overcome any obstacles and go on to build yourself a reputations as a successful and highly regarded consultant in your market.</p> <ul style="list-style-type: none"> <li>• Ambition</li> <li>• Emotional Intelligence</li> <li>• Resilience</li> <li>• Diligence</li> <li>• Able to work effectively within a team</li> <li>• Strong relationship building skills</li> <li>• Good communication skills</li> <li>• Good listening Skills</li> <li>• Good organisational Skills</li> <li>• Target Driven</li> <li>• Tenacity</li> <li>• Attention to detail</li> <li>• Motivation</li> <li>• Competitiveness</li> <li>• Persistence</li> <li>• Resourcefulness</li> <li>• Commercial intellect</li> <li>• Good problem solving skills</li> </ul>
Description of Role	<p><b>OVERVIEW TO COMPANY:</b></p> <p>Like many teaching agencies our client work with Primary Schools, Secondary Schools and SEN Schools.</p> <p>Like many teaching agencies they work with Teachers, Teaching Assistants and Cover Supervisors.</p> <p>Our client however, prides themselves safeguarding, selecting the best candidates, service and satisfaction. On this basis they have been recognised as the highest placed in the Teaching Agency APSCO RBS National Recruitment awards for excellence. 93% of Schools described their service as very good to excellent.</p>

#### OVERVIEW TO ROLE:

Recruitment consultants provide a vital link between clients and candidates. This is a 360 degree role which will see you handle the whole sales cycle from start to finish. Your focus is to ensure you are a specialist in your area, for that reason they provide you with a specific market to work in and all the training you need to exceed your own expectations. As a Recruitment consultant you will be responsible for attracting candidates and matching them to positions with your clients.

This is a sales based role, at all times you are expected to consultatively sell to both your clients and candidates in order to maximise your chances of success. You will be responsible for winning new business through a range of sales techniques including, business development calls, client visits, and business proposals. The ultimate aim for you in this role is to work on a business partnering level with your clients providing expert advice on recruitment solutions which result in placement fees and repeat business.

#### KEY RESPONSIBILITIES:

- Use sales, business development, marketing techniques and networking in order to attract business from client companies.
- Visiting clients to build and develop relationships.
- Developing a good understanding of client companies, their industry, what they do and their work culture and environment.
- Advertising vacancies by drafting and placing adverts in a wide range of platforms, for example job boards, newspapers, LinkedIn.
- Using social media to advertise positions, attract candidates and build relationships with candidates and employers.
- Headhunting - identifying and approaching suitable candidates who may already be in work.
- Using candidate databases to match the right person to the client's vacancy.
- Requesting references and checking the suitability of applicants before submitting their details to the client.
- Briefing the candidate about the responsibilities, salary and benefits of the job in question.
- Preparing CVs and correspondence to forward to clients in respect of suitable applicants.
- Organising interviews for candidates as requested by the client.
- Providing candidates with interview results and feedback.
- Negotiating pay and salary rates and finalising arrangements between client and candidates.
- Offering advice to both clients and candidates on pay rates, training and career progression.
- Working towards and exceeding targets that may relate to the number of

	<p>candidates placed, a value to be billed to clients or business leads generated.</p> <p><b>SALARY:</b> Circa £19,000 - £19,500 basic salary (Dependent on experience) and bonus scheme</p> <p><b>HOURS OF WORK:</b></p> <p>During term time 7.30 -5.00 Monday to Friday</p> <p>During school holidays 9.45 – 4.00 Monday to Friday (13.5 weeks of the year)</p> <p><b>HOLIDAY:</b> 24 days plus bank holidays</p>
Vacancy Availability	Immediate Start