

Pioneer Selection

Recruitment Consultant

Job Description

Devonshire House, Manor Way, Borehamwood,
Hertfordshire, WD6 1QQ

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www.pioneer-selection.co.uk

Role Overview:

The Recruitment Consultant role is fundamentally a sales position whereby a relationship with clients and candidates needs to be forged with a view to making placements between the two parties.

The Recruitment Consultant role is an essential part of the team dynamics, fully supporting and adding to operational processes to ensure that the team & location complies with Best Practice.

Responsibilities:

- To use sales, business development, marketing techniques and networking in order to attract vacancies from client companies.
- To develop a good understanding of client companies, their industry, what they do and their work culture and environment.
- To maintain and develop current client relationships to ensure that at all times they receive the best service possible and to maximise business opportunity.
- To conduct client meetings in order to develop strong working relationships for current and future opportunities & to raise fillable recruitment policies.
- To advertise vacancies by drafting and placing professional adverts in a wide range of media, for example websites, publications and social media.
- To use the 'In House' CRM database and third party job boards to identify potential candidates
- To conduct candidate interviews either face-face or by phone in a professional manor.
- To prepare CVs and correspondence to forward to clients and arrange interviews between clients/candidates.
- To brief candidates about the responsibilities, salary and benefits of the job in question.

- To deal with client/candidate feedback and take ownership to follow up and ensure dealt with efficiently.
- Manage placed candidates contracts and maintain client relationships at all times.
- Manage recruitment process from start to finish with both Client and Candidate.
- Work with colleagues to ensure the maximum opportunity to generate revenue is achieved.
- To fulfill all administrative duties
- To fully participate with your Manager in Situational Leadership at the point of your competence.
- To submit completed 4 week and YTD figures to your Manager weekly.
- To achieve the output business targets (Consultant) as highlighted in the latest version of the Company Standards & Remuneration Policy

Career Development:

- 6 month Recruitment Training Academy delivered by our in-house Training Manager.
- Management and Leadership Training Academy for those wanting to progress further.
- Regular 121's and appraisals to create personalised development plans (PDP).
- Support from all team members on an ongoing basis.
- An organic growth ethos where we only promote from within.

Renumeration:

- £16,000 – £27,000 for a Recruitment Consultant and up to £32,000 for a Senior Recruitment Consultant (DOE).
- Uncapped Commission (earn over £100,000 once established).
- No threshold for the first 18 months.
- Quarterly and Annual Bonuses up to £16,000 per annum on top of commission.
- Annual Awards with additional bonuses ranging from £250 - £1,000 per award.
- Worldwide Holiday Trips e.g. USA.
- Car allowance for Senior Consultant role and up.
- Company mobile phone.