Associate Consultant

Tile Hill is an early stage business with massive growth ambitions, and we want talent individuals to come on that journey with us. We are developing a reputation based around our core values of **Integrity, Passion, Ownership, and Ambition**. This is coupled with running immersive and engaging recruitment processes that give both client and candidate a great experience.

Tile Hill wants to employ career minded individuals who want to be part of something new, innovative and exciting. As Tile Hill grows, we want our team members to grow with it. We want the development of individuals to sit at the heart of what we do and to be relentless in the pursuit of improvement.

*This is the Tile Hill way.* And if it excites you, then please get in touch!

The Role

The Associate Consultant role is an essential role at Tile Hill that helps us to provide an exceptional candidate experience that differentiates us from our competition. Associate Consultants will identify, attract and shortlist candidates to fulfil the requirements of client briefs. Identify new business opportunities and provide general recruitment and administration / compliance support to the recruitment function and to customers.

**Purpose**

- Help to differentiate Tile Hill from our competitors by providing an exceptional experience for all candidates that come into contact with us
- Identify, attract and shortlist candidates to fulfil the requirements of client briefs
- Own and proactively manage a network of talented professionals relevant to the roles we recruit.
- Identify new business opportunities
- Provide general support to the recruitment function

**Responsibilities:**

**Identify, attract and shortlist candidates for the recruitment process to fulfil the requirements of the business brief**

- Research, identify and attract candidates using all appropriate methods to satisfy job/assignment requirements
- Write, place and update adverts in line with company procedures and relevant legislation
- Monitor responses/applications received and make sure that candidate’s applications are processed efficiently
- Qualify, shortlist and present suitable candidates against defined job vacancies
- Assist in the recruitment and selection processes by effectively liaising with the candidates and internal teams
- Provide first line support for all candidate enquiries
- Understand and support the sales process
- Initiate, manage and develop candidate relationships
- Understand and meet agreed KPIs and targets
- Identify new business opportunities
- Identify and progress leads as required
• Proactively and consistently strive to identify new candidate and client opportunities
• Build and retain relationships with pre-qualified candidates and manage Tile Hill’s candidate network
• Provide general administrative support to the recruitment function
• Provide pre-employment and compliance checks in line with company policy and relevant legislation
• Contribute to team meetings as appropriate
• Provide support to ensure that the candidates and clients receive a professional and comprehensive recruitment service at all times
• Comply with company management systems, policies and procedures including accurate database management
• Develop an understanding of market rates and conditions within your sector
• Seek and provide feedback in a professional manner at all times to candidates

Operate in line with the relevant legislation

• Accurate recording of candidate and client information on the recruitment database
• Comply with all relevant employment legislation and appropriate codes of practice
• Comply with all relevant sector specific legislation
• Comply with all relevant health and safety legislation, employee rights and responsibilities
• Seek support and escalate non-compliance where appropriate

Person specification

• Self-motivated and able to identify opportunities
• Tenacious and resilient
• Driven and determined to achieve targets and objectives
• Attention to detail and accuracy
• Ability to prioritise and escalate where necessary
• Customer focused approach
• Confident and persuasive communicator
• Demonstrable questioning and listening skills
• Time management and organisational skills
• Willingness to learn
At Tile Hill, we want people that show:

**Integrity...**
- Taking a longer-term view of relationships
- Taking time to listen and understand
- Being generous with thoughts and ideas
- Acting ethically and doing business with authenticity and care

**Passion...**
- Approaching work with energy and positivity
- Having a desire for discovery and inspiring new ideas in our customers
- Caring about quality and having a drive to achieve results that are beyond the ordinary
- Taking a genuine interest in the sectors we operate in and the social benefit of our work

**Ownership...**
- Making our customers’ priorities your own
- Being proactive, self-motivated and resourceful and identifying opportunity
- Showing commitment to making a worthwhile contribution to our customers’ businesses and careers

**Ambition...**
- Working hard and being motivated by progression and improvement
- Having a desire to win and succeed
- Wanting to be connected to the right people with the right skills for the right assignments