

JOB DESCRIPTION

TITLE: Recruitment Consultant

REPORTING TO: Desk Manager

JOB PURPOSE

A Recruitment Consultant fills vacancies by matching the skills and experience of a candidate or locum to the job descriptions and the requirements of the employer.

SKILLS REQUIRED

Communication, Listening, Sales & Persuasion, Negotiation, Prioritising Skills, Diligence, Motivation, Personable Nature, Attentiveness, Administration Skills

ACCOUNTABILITIES

Generate Sales:

- Ensure daily telephone call targets are met consistently.
- Ensure a good and consistent telephone manner at all times.
- Consistent level of daily cold calling.
- Endeavour to meet personal targets set by the company.

Customer Service:

- All clients are treated with respect and courtesy.
- All client interviews promptly completed.
- Telephone answered to the company standard.
- Always ensuring a good rapport is established with all of our clients, through good service and courtesy calling.
- Understand the medical industry.

Profitability:

- Skills correctly matched to the employers requirements.
- Correct interpretation of all candidate administrative procedures.
- Always ensuring good profit margins through good negotiation skills.
- Endeavour to meet personal targets set by the company.

Make Things happen:

- Administrative duties are efficiently and correctly carried out.
- Good communication with the Administration team.

Communication:

- Communicate positively and effectively with your line manager.
- Regular and punctual attendance at all staff meetings.

Policy and Procedure:

- All policies and procedures are correctly interpreted and followed.
- Compliance with Health and Safety policies and procedures.