

Trainee Recruitment Consultant

Position Trainee Recruitment Consultant

Objective Maximise fee performance by effectively managing all aspects of the delivery process

Key Result Areas

- Meet individual fee targets
- Contribute to team targets

Expertise

- Demonstrate commitment to driving your own learning about industry/sector/market and broader business issues
- Demonstrate an expert and credible personal brand to clients, candidates and colleagues

Business Development

- With Manager, establish an effective sales plan which includes target clients
- Use data base and systems effectively to plan business development activity
- Source, follow up and pass on all leads to colleagues on a timely basis
- Demonstrate excellent relationship building, sales and service skills
- Represent self and Stott and May professionally in all dealings with existing and potential clients
- Meet all marketing call and client meeting targets and achieve planned outcomes

Job Management and Client Management

- Demonstrate excellent consulting skills by questioning client to ascertain needs and presenting the most appropriate solution
- Provide timely solutions, demonstrating a sense of urgency
- Facilitate the end to end recruitment process
- Ensure Terms of Business have been presented and agreed with the client
- Escalate any client disputes and effectively resolve with Manager

Candidate Management

- Use database and systems to effectively source candidates
- Identify and utilise a broad range of candidate attraction strategies, including LinkedIn and websites
- Effectively qualify candidates to determine suitability
- Assess and validate candidate skills through interviewing and reference checking
- Use database and systems effectively to code and manage candidate information accurately and in a timely manner
- Manage candidate expectations and advise the candidate accurately on the market, salaries and conditions
- Establish action plans and proactively market the candidate to suitable client organisations
- Represent candidates effectively to clients whether by phone, face to face, via resume or by shortlist report
- Provide timely feedback to candidates regarding roles
- At all times adhere to the principles of equal employment opportunity
- Represent self and Stott and May professionally in all dealings with candidates including over the phone, face to face, in writing and in advertising

Systems Engagement and Effectiveness

- Utilise all functions, codes and searches effectively and in line with agreed metrics
- Document all business activity including client, candidate and job information accurately and in a timely manner, adhering to all relevant legislation and policies, including Social Media
- Demonstrate a commitment to maintaining data integrity in line with current initiatives

Service Delivery

- Adhere to Stott and Mays recruitment methodology and service delivery standards
- Continuously work to improve the quality of customer service to clients and candidates
- Maintain a high candidate care score by ensuring a good service is provided to candidates and survey responses are chased regularly

Compliance

- Demonstrate commitment to effectively managing risk, adhering to all company standards and legislative requirements
- Escalate any non-compliance or legislative issues to management immediately

Skills and Competencies

- Demonstrates behaviour which supports the Stott and May values
 - ✓ Passion
 - ✓ Family
 - ✓ Deliver on Promises
 - ✓ Need for Speed
 - ✓ Be a Value Leader

- Displays a high level of personal professionalism, presentation and credibility
- Motivated to achieve and exceed targets
- Able to work in a fast paced and competitive environment
- Able to manage self and time effectively
- Demonstrates a sense of urgency
- Able to think on feet
- Excellent communication skills – assertive, credible and confident
- Customer service focused and able to provide solutions
- Develops positive working relationships with immediate team members and other parts of the business
- Degree qualifications preferred but not essential