

**Job Title:** Trainee Recruitment Consultant

**Division:** TBC

**Reports to:** Managing Director

**Direct Reports:** N/A

**Responsibilities:**

- To shadow experienced consultants throughout the training process to understand the full life cycle of the sale
- To complete and pass all training courses as specified in the training program
- To understand the recruitment sector in which you will specialise
- To talk to a mix of clients and candidates all day and understand the match they require for their recruitment needs
- Find the appropriate job for the candidates by phoning clients and generating interest in your service and offering
- To maximise the potential value of every deal you negotiate
- Regeneration of candidates from the extensive databases the business employ
- Updating / sourcing new clients for addition to the database as required
- Achievement of weekly targets

**Knowledge & Skills**

**Essential**

- Previous experience in a customer focused sales environment
- Well presented and highly organised
- Positive attitude and Self motivated
- Strong attention to detail
- Excellent co-ordination skills
- Able to meet deadlines and show initiative
- Fluency in written and spoken English

**Qualifications**

**Preferred:** Graduate Level (not essential)

**Promotion Criteria:** X number of placement in x months

**Salary Band:** Basic Salary of £16K plus commission earnings