



<b>Job Title</b>	Recruitment Consultant
<b>Salary</b>	Negotiable
<b>OTE</b>	Uncapped Monthly and Quarterly bonus
<b>Working Hours</b>	08:30 – 17:30 Monday to Friday
<b>Holidays</b>	28 days
<b>Reports to</b>	Head of Temp Division
<b>Office Location</b>	Atrium Court, The Ring, Bracknell, Berkshire RG12 1BW
<b>Company Overview</b>	<p>Logical Recruitment Partners is a boutique style, niche recruitment agency that offers a truly bespoke solution to every Sales and Marketing recruitment need.</p> <p>We specialise in both Temporary and Permanent Sales, Marketing &amp; Contact Centre recruitment covering various sectors such as in IT &amp; Telecoms, Business Services, FMCG, and Advertising &amp; Media. We source and staff talent from graduate and entry-level positions to senior director roles for some of the country's most prestigious companies around the UK.</p> <p>All our Sales Recruitment Consultants are specialists with many years of experience in Sales, Marketing and Account Management recruitment for both Temporary and Permanent job placements. We provide real industry expertise and fantastic relationships and we truly guarantee placing only top talent in multiple sectors.</p> <p>We provide quality staff for many renowned UK and international businesses and provide both National and European coverage for Call Centre, Sales, Marketing and Account Management roles.</p> <p>We are committed to providing simplicity - using our sales expertise and market knowledge to work tirelessly to find quality candidates.</p>
<b>The Role</b>	<p>Due to business demands and aggressive growth, Logical Recruitment Partners are currently looking for a passionate sales focused Recruitment Consultant to join our team.</p> <p>The ideal candidate will come from a sales environment and have a proven track record of working towards monthly and quarterly targets. You will be a driven professional who thrives in a fast paced environment whilst maintaining the highest service levels to meet our client and candidate's requirements.</p> <p>In this role you will be responsible for building market position by locating, developing, defining, negotiating, and closing business relationships. You will expand the scope, growth, and clientele, developing creative measures to not only increase the client portfolio but also maintain and expand current customers.</p>

	<p>As a Recruitment Consultant you are responsible for attracting candidates and matching them to temporary or permanent positions with client companies. You will work with client companies, building relationships in order to gain a better understanding of their recruitment needs and requirements. It's all about understanding the requirements of a job and then finding the right people to fill that requirement.</p> <p>You will attract candidates by drafting adverts for use in a range of media, as well as by networking, headhunting and through referrals. You will screen candidates, interview them, do background checks and finally match them to your clients.</p> <p>Recruitment Consultants also provide advice to both clients and candidates on salary levels, training requirements and career opportunities in line with market, profile and territory trends.</p> <p>The ideal candidate must enjoy working in a high-pressure environment and the responsibility that comes with it.</p> <p>KPI's will be set and managed on a monthly and quarterly basis.</p>
<p><b>Duties &amp; Responsibilities</b></p>	<p><u>Client:</u></p> <ul style="list-style-type: none"> <li>• Using sales, business development, marketing techniques and networking to attract business from client companies;</li> <li>• Visiting clients to build and develop relationships;</li> <li>• Developing a good understanding of client companies, their industry, what they do, plus their work culture and environment;</li> <li>• Advertising vacancies by drafting and placing adverts in a range of media, for example newspapers, websites, magazines;</li> <li>• Using social media to advertise positions, attract candidates and build relationships with candidates and employers;</li> <li>• Developing negotiating strategies and positions; examining risks and potentials; estimating partners' needs and goals.</li> <li>• Closing new business deals by coordinating requirements; developing and negotiating contracts; integrating contract requirements with business operations.</li> <li>• Updating job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.</li> <li>• Enhancing organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.</li> <li>• Ensuring each recruitment assignment is delivered to budget and to Client</li> </ul>

	<p>expectations</p> <ul style="list-style-type: none"> <li>• Effectively demonstrating “best practices” and promoting brand awareness</li> <li>• Designing a clear strategic account plan with effective review of milestones and delivery of the agreed business pipeline</li> </ul> <p><u>Candidate</u></p> <ul style="list-style-type: none"> <li>• Using candidate databases to match the right person to the client's vacancy;</li> <li>• Headhunting - identifying and approaching suitable candidates who may already be in work;</li> <li>• Receiving and reviewing applications, managing interviews and tests and creating a shortlist of candidates for the client;</li> <li>• Requesting references and checking the suitability of applicants before submitting their details to the client;</li> <li>• Briefing the candidate about the responsibilities, salary and benefits of the job in question;</li> <li>• Preparing CVs and correspondence to forward to clients regarding suitable applicants;</li> <li>• Organising interviews for candidates as requested by the client;</li> <li>• Informing candidates about the results of their interviews;</li> <li>• Negotiating pay and salary rates and finalising arrangements between client and candidates;</li> <li>• Offering advice to both clients and candidates on pay rates, training and career progression;</li> <li>• Working towards and exceeding targets that may relate to the number of candidates placed, a value to be billed to clients or business leads generated;</li> <li>• Reviewing recruitment policies to ensure effectiveness of selection techniques and recruitment programmes.</li> </ul>
<p><b>Desired Skills and Experience</b></p>	<p><u>Person specification:</u></p> <ul style="list-style-type: none"> <li>• Recruitment or Account Management experience, preferably with international exposure</li> <li>• Fluency in English a pre-requisite. An additional European language is considered beneficial.</li> </ul> <p><u>Skills &amp; competencies:</u></p> <ul style="list-style-type: none"> <li>• Goal-orientated approach to work;</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to handle multiple priorities;</li> <li>• Problem-solving ability;</li> <li>• Able to meet deadlines and targets;</li> <li>• Ambition and the determination to succeed;</li> <li>• Confident and comfortable speaking with customers via telephone, email and face to face along with excellent people skills</li> <li>• Excellent time, planning and project management skills</li> <li>• Excellent interpersonal and communication skills – oral and written</li> <li>• Strong presentation skills</li> <li>• Resilient, detailed, innovative and creative</li> <li>• Able to successfully work on own initiative</li> <li>• Able to handle demands, targets, guidelines, and high stress situations</li> <li>• Excellent networking and business acquisition skills</li> <li>• Strong team player</li> <li>• Able to analyse and report accurately</li> </ul>
<b>Selection Process</b>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> stage: CV screening</li> <li>• 2<sup>nd</sup> stage: telephone interview with the Operations Manager</li> <li>• 3<sup>rd</sup> stage: face to face interview with the Managing Director. This final interview will require a presentation (subject to be provided).</li> </ul>
<b>Contact</b>	<ul style="list-style-type: none"> <li>• Yolanda Montalvo, Operations Manager</li> <li>• Email: <a href="mailto:yolanda@logicalrecruitmentpartners.com">yolanda@logicalrecruitmentpartners.com</a></li> <li>• Telephone: 0333 121 8 121 option 5</li> </ul>