



JOB of the Week



Job name: Recruitment Consultant

Job description: Recruitment Consultants are responsible for attracting candidates for jobs and matching them to temporary or permanent positions with client companies. You'll build positive relationships in order to gain a better understanding of your clients' recruitment needs and requirements.

Working as a recruitment consultant, you'll attract candidates by drafting advertising copy for use in a range of media, as well as by networking, headhunting and through referrals. You'll screen candidates, interview them, run background checks and finally match them to clients.

You also provide advice to both clients and candidates on salary levels, training requirements and career opportunities.

Tasks you will undertake in the job: As a Recruitment Consultant, you're the vital link between clients and candidates. The role is demanding and diverse. It involves:

- using sales, business development, marketing techniques and networking to attract business from client companies / visiting clients to build and develop positive relationships
- developing a good understanding of client companies, their industry, what they do, their work culture and environment
- advertising vacancies by drafting and placing adverts in a range of media, such as newspapers, websites and magazines
- using social media to advertise positions, attract candidates and build relationships
- headhunting - identifying and approaching suitable candidates who may already be in work
- using candidate databases to match the right person to the client's vacancy
- receiving and reviewing applications, managing interviews and tests and creating a shortlist of candidates for the client
- requesting references and checking the suitability of applicants before submitting their details to the client
- briefing the candidate about the responsibilities, salary and benefits of the job
- preparing CVs and correspondence to forward to clients regarding suitable applicants
- organising interviews for candidates as requested by the client
- informing candidates about the results of interviews
- negotiating pay and salary rates and finalising arrangements between clients and candidates
- offering advice to both clients and candidates on pay rates, training and career progression
- 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
- reviewing recruitment policies to ensure effectiveness of selection techniques and recruitment programmes.

Skills required for this job (core competencies):

Communication	Resilience	Organisation	Teamwork
Problem Solving	Initiative	Creativity	Digital literacy

Sectors in which Recruitment Consultants would normally work:

Almost 100,000 people work in recruitment consultancy. The industry provides services to all business sectors, including IT, teaching, finance, engineering and logistics. Employers range from national and international recruitment agencies to small local firms, and from specialist sector-specific agencies to those that recruit for many sectors.

Large consultancies, such as Adecco, Randstad and Michael Page have branches worldwide and cover a range of sectors including marketing, accounting and secretarial and IT. Medium-sized consultancies usually have branches nationwide, while small consultancies often have just one office providing a broad-based service to a variety of local employers.

Salary: Average salary for a Recruitment consultant is £30,680. The UK average salary is £28,758



Working hours: Recruitment Consultants work on average 38 hours per week. There are 37.5 hours in the average working week in the UK

Essential skills you need to show: You'll need to show evidence of the following:

- excellent interpersonal and communication skills
- sales and negotiation skills
- a goal-orientated approach to work
- the ability to handle multiple priorities
- problem-solving ability
- the ability to meet deadlines and targets
- ambition and the determination to succeed
- tenacity
- confidence and self-motivation
- time management and organisational skills
- team-working skills
- creativity.

You must also enjoy working in a high-pressure environment and the responsibility that comes with it.

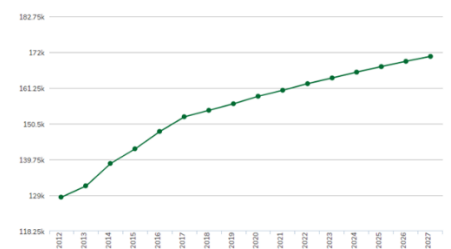
This job in the future: The workforce is projected to grow by 6.3% by 2027, creating 10 200 jobs; in the same period, 50.4% of the workforce is likely to retire, creating 80 900 job opportunities.

Qualifications:

Recruitment consultant roles are open to graduates regardless of degree subject. Rather than specific qualifications, employers value drive, experience, skills and abilities, as well as the determination to succeed. Applying to an agency that specialises in a market or industry related to your degree subject, for example IT or engineering, may increase your chances. Entry with an HND or foundation degree is possible. Entry without a degree is possible for those with relevant experience, skills and abilities. Postgraduate study is not essential and you will probably find that relevant experience and skills are more useful.

44% male 56% female

The UK workforce is 47% female and 53% male



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Helpful sites for careers information
GAT careers links

<http://airhead.io/public/launchpads/XqbuOMJgb0OfqvMPCykzA>



