

Selextion Consultant's Job Description

Your role will be demanding and diverse, involving:

- Using marketing and business knowledge to extend company contacts;
- Identifying and evaluating employers' recruitment needs;
- Negotiating terms of employment;
- Interviewing potential candidates.

In particular, typical work activities are likely to include:

- Canvassing employers by telephone to establish new contacts and their recruitment requirements;
- Meeting clients to establish the suitability of the work in relation to our specialisms and fee structure;
- Documenting clients' details and vacancy requirements in a brief;
- Clarifying and negotiating salary and benefits relating to the role;
- Negotiating fees relating to work the consultant will undertake for the client;
- Advertising posts appropriately - drafting and placing advertisements using a wide range of media (e.g., newspapers, magazines or local radio);
- Headhunting - identifying and approaching suitable candidates;
- Reviewing applications, managing interviews and considering candidates and shortlists;
- Monitoring candidates once placed;
- Collecting feedback from employers on the performance of candidates who have previously been placed with them;
- Maintaining current records and personal statistics for review against performance targets;
- Acting as a mentor, instructing and training junior consultants;
- Attending recruitment fairs and other events to expand the client base and develop new business.