

Recruitment Consultant

The job of a recruitment consultant is pretty straightforward – you have to find jobs for candidates and candidates for jobs. That's the 'what' you do but we want you to focus on the 'how'. This is the SG Group difference. You won't put square pegs into square holes and you'll go out of your way to really understand your candidates, you won't just want to find them any old job, you'll want to find them the right job. You'll approach what you do with real passion and a determination to succeed. You'll be open, honest and caring throughout the recruitment process and always work for the good of the greater team. You'll be building relationships with our clients and candidates that's based on trust and mutual respect.

Core responsibilities:

- CV appraisal/telephone liaison following initial CV screening
- Answering candidate queries via phone/email
- Taking of client briefs to fully understand their recruitment needs
- Generating advertising copy for jobs to be advertised on our own and third party websites
- Keeping our database as up to date as possible with information gleaned from conversations with candidates and clients
- Matching candidate experience to client briefs
- Contacting prospective candidates to discuss a job opportunity
- Interviewing prospective candidates
- Providing career coaching to candidates when necessary
- Presenting prospective candidates to clients via phone/email
- Coaching/preparing candidates prior to interviews with clients
- Candidate/client liaison throughout the interview process
- Keeping in regular contact with clients and candidates post placement
- Negotiating, where necessary with clients over candidate's terms of employment
- Overseeing billing procedures for successfully completed briefs
- Taking references
- Keeping abreast of key developments within key clients and their operating market sector
- To be an ambassador for the business and follow SG Group's Best Practice to ensure that clients and candidates have a positively different experience.

Company responsibilities

Living up to our 9 brand values every day in everything you do:

Pioneering, Dynamic, Passionate, Honest, Caring, Hard Working, Knowledgeable, Team Oriented, Fun loving

Reporting to:

Team Business Head



So, do you think you've got what it takes to be a marketer of people? We ask everyone to write us a letter to send along with their CV and salary expectations – an interview before the interview if you like. In your letter we'd like you to answer the following questions:

1. Why is this change in career path right for you - and why now?
2. Why the SG Group - why are we right for you?
3. What are you passionate about?
4. What are 5 key words that best describe you?

Email your application to vanessa.robinson@thesggroup.co.uk

NB: The above is intended to act as a guide, to highlight your key duties and responsibilities during your employment with The SG Group. It is, however, important to appreciate that this is not intended to serve as a definitive list, and you should be aware that you may be required to adapt your workload according to the needs of the business.

