

Job Description Recruitment Sales Consultant

Role Summary

- To develop a sales database and strategy within specialist market working in.
- To portray a manner of expertise in your field, such that all sales contact and activity is delivered and conducted in a professional and compliant manner.
- To have broad and up to date market and competitor knowledge to enable the best outcome from sales and all business and candidate dealings.
- To understanding and knowledge of company terms of business and be financially aware in order to achieve most profitable outcomes.
- To behave in a manner and deliver set targets and objectives that are in line with the company's standards and expectations.

Relationships

| | |
|---------------------|--|
| Reporting line. | Branch Manager |
| Close liaison with. | Senior Management |
| | Administration |
| | Colleagues |
| | IT contractors |
| | Head Office – Payroll / Credit Control |
| | Clients |
| | Candidates |

Accountability

The post holder is accountable for delivering the following.

- Sales and new business generation in line with company standards for role.
- Achieve and maintain margin % for both temporary and permanent business in line with company terms of business or by agreement with Managing Director.
- Taking full job descriptions and placements of advertisements on job boards and other resources available.
- Following internal processes and adhering to compliance in line with company and industry standards.
- Management of candidates and clients
- Attending any training courses internal or external as requested.

Key Competencies

The post holder is considered competent when standards in the following areas are being met and consistently achieved.

- Sales
- Business Development
- Planning and Control
- Expertise
- Managing Candidate
- Self Development

Sales

Demonstrates the ability to progress sales calls by effective sales techniques.

Understands and recognises key decision makers within organisations and sets out to achieve best outcomes from every call.

Portrays a confident and knowledgeable image during sales process.

Recognises what a good business opportunity looks like and is also able to reject poor or non- beneficial business.

Is confident and capable of conducting Sales meetings with clients and always identifies objections and opportunities to close for business.

Identifies ALL opportunities within organisation whether in own sector and passes leads on.

Business Development

Always seeks the next and other opportunities with clients by broadening knowledge of their business and developing strong and confident working relationships, such that we become Partner of choice.

Recognises other opportunities within client's organisation for additional departments or sites and within whatever sector including permanent, contract and temporary.

Provides an excellent service, responds to client's queries and requests in a timely manner. Displays a 'can do' attitude.

Responds to candidate and worker queries such that own and company image is perceived to be professional and this is portrayed in both worker and client satisfaction.

Planning and Control

Operates in a structured and controlled manner on a daily basis such that all tasks are achieved.

Can identify priority workloads and actions.

Can plan diary and daily activities such as sales, interviews, admin and meetings in an effective and structured manner.

Uses company systems and tools to record activities so that performance is documented and sales opportunities are not missed.

Deadlines and management requests are always achieved on time.

Expertise

Always looks to expand and develop knowledge within sector and industry and uses access to tools, media and opportunities available.

Broadens knowledge of competitors business and service and always looks at ways of improving own service to stay ahead of the competition.

Uses social business networking sites to access business opportunities and candidate pool.

Demonstrates knowledge of industry legislation and compliance and always works to standards.

Uses company internal systems effectively.

Managing Candidates

Works to a robust selection process when matching for roles and is keen to identify candidate expectations and needs.

Ensures regular and effective communication with all candidates and workers.

Encourages and builds positive relationships such that candidates/ workers perceive us as an agency of choice.

Able to challenge and manage candidate / workers behaviours and always seeks to achieve a positive outcome.

Always responds to and deals with candidate / workers queries or concerns in a timely manner and delivers outcome or resolves issue. Keeps them informed of progress of any ongoing queries.

Always seeks to be perceived as likeable and efficient.

Self Development

Written communication is seen as structured, outcome focused and adds value such that the reader always understands and is motivated to take action.

Able to stand alone in terms of views, opinions and actions resulting in own views being heard at meetings or discussions.

Able to take appropriate action when needed and you demonstrate you are deemed as capable in performing role.

Displays the desire for innovation and creativity to achieve business aims and goals and is capable of sharing and delivering own ideas and projects.

Is able to a positive attitude to criticism and disappointment by being seen to bounce back with enthusiasm having grown in terms of learning and experience.

Works well with colleagues and always displays a positive attitude and seeks to support individuals when necessary.

Share knowledge and experience with less experienced colleagues.

Contributes to the overall business goals of the branch and the business by looking to deliver own targets and expectations as minimum.