

Stream Recruitment – Job Description and Person Specification

Job Title:	Delivery Consultant	Reports to:	Managing Director/ Contracts Team Leader
Based at:	Ten Victoria Street, Bristol	Responsible For:	No employee responsibilities

Job Purpose: To resource leads to assist with sales and recruitment activities in the UK and internationally in accordance with agreed targets and company policy. Reporting to the Team Leader / Managing Director.

Key Responsibilities and Accountabilities:

1. Liaising with Senior Consultant to clarify job specs from clients
2. Advertising Roles
3. Searching Job Boards and Database for suitable candidates
4. Telephone screening candidates
5. Recruit suitable candidates according to skills and experience to fit client requirements.
6. Maintain and develop existing and new customers through continuous contact.
7. Liaise and attend meetings necessary to perform duties and aid business and organisational development.
8. Attend training and develop relevant knowledge and skills

Personal values:

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Person profile – Delivery Consultant

Personality: Self-driven, results-oriented with a positive outlook, and a clear focus on high quality and business profit. A natural forward planner who critically assesses own performance. Mature, credible, and comfortable in dealing with senior company executives. Reliable, tolerant, and determined. Empathic communicator, able to see things from the other person's point of view. Well presented and businesslike. Keen for new experience, responsibility and accountability. Able to get on with others and be a team-player.

Specific Job Skills: Able to influence and negotiate with contractors and clients. Understands the principles of sales and recruitment.

Computer skills: Must be adept in use of MS Office 2000 or later, particularly Excel and Word, and ideally databases to basic level, Internet and email.

Literacy and Numeracy: Able to understand basic business finance, e.g., gross margin percentages and calculations. Must be a very competent writer of business letters/e-mails and contracts.

Business and Selling Skills: Must be an excellent face-to-face and telephone communicator. Able to demonstrate success and experience managing major customer accounts and large contracts or even a business, particularly achieving genuine sales development.

Management Ability: Though internal staff management is not initially part of the job, responsibility and opportunity could grow with the development of the business, for example the prospect of recruiting and managing trainee consultants. Some people-management skills, experience and natural ability will be useful.