

# Stream Recruitment – Job Description and Person Specification

<b>Job Title:</b>	Consultant (Permanent)	<b>Reports to:</b>	Managing Director/ Permanent Manager
<b>Based at:</b>	Ten Victoria Street, Bristol	<b>Responsible For:</b>	No employee responsibilities

**Job Purpose:** To carry out sales and recruitment activities to maintain and develop sales in the UK and internationally in accordance with agreed targets and company policy.

## Key Responsibilities and Accountabilities:

1. Maintain and develop a computerised customer and prospect database.
2. Plan and carry out direct sales activities to prospect and customer database.
3. Receive permanent roles from customers and fill within agreed time limits.
4. Recruit suitable candidates according to skills and experience to fit client requirements.
5. Maintain and develop existing and new customers through continuous contact.
6. Monitor and report on activities and provide relevant management information.
7. Liaise and attend meetings necessary to perform duties and aid business and organisational development.
8. Attend training and develop relevant knowledge and skills
9. Support and undertake responsibilities in line with the company's Quality and Environmental Management Systems.

## Personal values:

Team player  
Smart  
Punctual  
Results orientated

## Person profile – Consultant (Contracts)

**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 clients and candidates. Understands the principles of sales and recruitment, particularly in the IT sector.

**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, quotations and proposals.

**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. Ideal background would be in IT recruitment.

**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.