

## **RECRUITMENT CONSULTANT / SENIOR CONSULTANT (Financial Services)**

### Role Context

Reporting to the Directors, the successful candidate will work in a busy, demanding and results driven environment focusing on client and candidate service at all times and always acting in the best interests of Core-Asset Consulting.

### Role Purpose

The position would be to focus on recruitment for the Financial Services and Life & Pensions Sector, for this role we are seeking applicants that have a broad range of experience in either Life and Pensions Recruitment, IFA Sales, Mortgages or Retail Banking we will also consider applicants that have a back ground in Asset Management Recruitment, Fund Management of Investment Banking.

### Key Outcomes

- Understanding your core markets e.g. investments and financial services (through on job training, meeting clients and candidates and press articles)
- Meeting a variety of clients to understand their business, discuss vacancy requirements and advise on how best you can search and select candidates to fit with their profile
- Account manage your clients keeping in regular contact with them, ensuring that you are always aware of their recruitment needs and any changes in their business e.g. plans for expansion
- Generate new business e.g. new clients, via local press and websites and introducing our services to such clients
- Source candidates of interest through the recruitment database system, headhunting and referrals
- Meet candidates prior to interview request with your clients ensuring they are fully briefed on the role they are being interviewed for, the company and guidance on interview techniques
- Ensure that every candidate receives feedback following an interview
- Effective handling of candidate enquires, whether relating to a specific position or general enquiry regarding career advice or career management
- Work very closely with the team in generating referrals or matching candidates to vacancies
- Ensure that client and candidate files are updated and coded appropriately via the recruitment database
- Maintain a professional, polite and courteous service to clients and candidates at all times, ensuring that they are always made to feel individual
- Work closely with your team and never be afraid to ask for help

### Knowledge

Understanding of our core markets  
Awareness of the importance of client and candidate service levels

#### Skills

Interpersonal/communication Skills – positive and upbeat  
Well organised with the ability to work under pressure and juggle several tasks  
Ability to think on your feet  
Smart, professional appearance

### Typical Qualifications / Experience

A proven track record within a sales or client services environment would be beneficial