



## Job Spec

# Consultant

Initi8: A collaborative, diverse and determined recruitment team known for going that extra mile to match the best candidates to today's most significant IT jobs. We do this by living and immersing ourselves in the IT world. We focus on the immediate brief and the long-term respect of both the candidate and the client. Whilst performance and proactivity are vital, honesty and trust are our foundations.

Job Title

**Recruitment Consultant**

Reports To

**Manager / Head of  
Department / Director**

Contract Type

**Permanent**

**Above all, we are  
people people.**

**The spark of  
something big.**

## What we do

We place exceptional candidates in today's most significant IT roles and spark new beginnings. We use the Initi8 Method to recruit for both permanent and contract hires for a range of technology roles in the UK, European Union and the United States.

## Purpose

As a Recruitment Consultant, you will manage key accounts whilst continuously growing your client base and generating new business. Your focus is to build a bridge between candidates and clients whilst being a strong Brand Ambassador. You will also generate exclusive projects, retainers and win new business across the entire Initi8 business whilst driving your division forward.



# Accountabilities

## Candidate Management

- Manage candidates through the recruitment process from initial screening through to start date and beyond
- Supply candidates with industry knowledge and constructive feedback in order to give them the best chance of a successful placement
- Build trusted and long standing relationships with candidates
- Actively seek out and headhunt suitable candidates via LinkedIn and job boards and utilise your network in order to have the highest calibre of candidates available
- Manage candidates' expectations on all aspects of the role to ensure they are fully informed at each stage of the process
- Consistently generate and build a large talent pool of candidates across all levels and maintain strong relationships through regular contact
- Drive digital marketing campaigns
- Utilize ML and AI tools to grow your talent pool

## Sales and Business Development

- Consistently meet and exceed sales and success criteria set by manager Work cross functionally business wide to ensure accounts are consistently maintained and maximised
- Find innovative ways to build your network
- Maintain an active presence on social media channels
- Utilise leads to identify new business opportunities
- Be seen as a Brand Ambassador when it comes to talking about your industry specialism, the clients within and the types of candidates suitable
- vSupport more junior members of the team to ensure consistency of services and deliverables

## Client Management

- Proactively arrange and attend client meetings regularly, ensuring you are maintaining and strengthening relationships with clients
- Manage the client experience, effectively managing expectations about new roles, time frames etc to ensure you can deliver on promises
- Actively seek out opportunities for projects and retainers with the entire Initi8 business in mind
- Present business proposals to clients with confidence and ease

## Planning, Organising and Administration

- Plan around key calendar moments to ensure clients' needs are met in a timely fashion
- Negotiate fees, retainers, salaries and Terms & Conditions with confidence Maintain all company systems and comply with GDPR
- Submit deal sheets, collect new starter information from clients and work with the accounts team where necessary

# Knowledge, Skills and Experience

- Experience working to individual sales targets
- Proven track record of business development success
- Excellent written and verbal communication
- Able to use own initiative
- Able to work under pressure

# Competencies

- Friendly
- Influencing & able to build strong relationships
- Great Communication skills
- Team Working
- Entrepreneurial spirit & Passion
- Drive & Ambition
- Commercial Awareness & Business Focus
- Self-Motivation, Self-efficacy & Resilience
- Organisation

