

Job Description

Job Title:	Candidate Consultant
Responsible to:	Branch Manager / Deputy Branch Manager
Job purpose:	To recruit candidates and place in permanent employment whilst adhering to the contractual agreement.

Main responsibilities

- Recruit candidates within the boundaries of the contract.
- Develop relationships with candidates ensuring they are given support and guidance where applicable.
- To interview staff and liaise with the Account Managers and to make recommendations / referrals regarding potential employment.
- Maintain working relationships with training providers.
- Attend networking meetings as and when required.
- Liaison with the Employment Services, and keep up-to- dates knowledge on vacancies and candidates' progress.

General Duties

- To greet candidates and to ensure that we respond quickly and professionally at all times.
- Offer options / suggestions of alternatives when we are unable to assist them.
- Always keep candidates updated with progress and future developments.
- To consider the satisfaction of all candidates by ensuring prompt, courteous and efficient service at all times.

Expected Operational Standards

- To adhere to the company Quality Standards and comply with all administration of contracts.
- To maintain professional personal appearance and working environment are professional in appearance.
- To maintain personal development plans and training as required.
- To comply with: Equal Opportunities; Disability Discrimination; Employment Agencies; Asylum and Immigration and Data Protection Acts