

Trainee Recruitment Consultant

About Project Resource

Project Resource is a dynamic and expanding recruitment company that specialises in the supply of professional staff to the civil engineering, construction and rail industries. We are a market leader and well respected recruitment supplier to the UK's premier construction, civil engineering and rail projects.

We opened our office in Reading in October 2002, with our second office opened in Solihull in April 2008. 90% of our business involves finding jobs for permanent (salaried) job seekers, with the remaining 10% being made up of temporary and contract assignments.

As a result of a continued expansion of our operations we have an urgent need for Junior Recruitment Consultants to join our existing team of experienced Recruitment Consultants.

The position will be suited to someone who really wants to join a challenging, successful, fun and busy team. The company has a reputation for excellence, organic growth, and developing its team members with upmost efficiency.

We aim to be the best, by employing the best...

The Role

This is not for the faint hearted. This is not an entry level position, and previous recruitment or sales experience (1 year plus) is highly desirable to enter the business at this level.

Notably, Project Resource is a rapidly growing business, and this opportunity (as are all our career paths) can be a rapid development opportunity, with the scope for promotion within 3 to 12 months, and further promotion prospects thereafter.

Duties will include (but will not be limited to):

Proactive generation of job seekers by telephone and email canvassing;
Management of the recruitment process for job seekers from start to finish;
Development of the existing job seeker database by developing & networking current relationships;

Advertising of all job vacancies through various approved advertising mediums (you must possess high levels of literacy (including grammar, punctuation and spelling)); and

Development of your own job seeker and employer database by proactively canvassing, networking and marketing to job seekers and employers that operate in your chosen specialist profession.

Development of the existing database by exploring new companies and project opportunities;

Development of existing employer business to improve repeat business and retain client business; and

The Person

We are very much a team, so it is imperative that you will be a team player, extrovert and able to adapt. We have a diverse range of personalities within our offices, everyone is treated as an individual, and as a meritocracy each individual is rewarded dependant on their individual performance.

Personality attributes likely in successful sales persons:

Outgoing and friendly (more likely to be extrovert, than introverted personality);

Focussed and very hard working;

Smart and very presentable appearance (an office based role);

Energetic, and motivating to others;

Sensible with clear life goals; and

Career minded, and completely success motivated (ambitious).

Personal achievements

It is likely that you will have already have achieved beyond your peer group, and will be motivated by a work hard and play hard environment, something that we subscribe to firmly; leading to the company rewarding our team with numerous rewards such as company paid monthly nights out, several European trips per annum, Excellence lunches, plus many more.

Remuneration (Package)

You will be eligible from day one to benefits including: a competitive basic salary, combined with a very generous uncapped commission scheme that should allow a first years pro-rata earning potential of £28,000 to £35,000, rising to circa £50,000+ in year two.

Project Resource also has a company stakeholder pension scheme, which you will be invited to join from day one of your employment. Our company benefits package is extensive, and depending on level of seniority can include: gym membership, pension contribution, clothing allowance, car parking expenses, health insurance and health cash plan.

Apply to work for us

Please email k.ingram@project-resource.co.uk for an immediate response, remembering to attach your CV, and a contact time and date that best suits you to receive a telephone call from us.

Alternatively, you can call us on 01628-477-744 to discuss further.