

Job Release Date	02-July-2007
Job Reference	20070702-001
Job Title	Recruitment Specialist
Job Description	We are looking for a highly determined, intelligent, goal driven, ambitious, self-motivated, competitive and ethical IT recruiter with principal focus on the recruitment of high caliber Sales, and Business & IT Consulting professionals to fill permanent & contract roles both within our organization and for our clients based in the UK.
Job Responsibilities	<p>Primary responsibilities are related to general recruitment including, but not limited to, the following:</p> <ul style="list-style-type: none"> • Proactively contribute to headcount forecasting and planning future staff resourcing. • Advising hiring managers on and writing workable and compliant job specifications. • Adopt a consultative approach to ensure that the hiring manager has the best possible chance of filling the role. • Create innovative candidate attraction strategies, using cost effective recruitment channels. • Filter the right candidates by conducting preliminary interviews over the phone and in-person • Coordinate/schedule interviews with hiring managers & HR department and ensure follow-ups. • Ensure background checks are conducted prior to placements • Complete and maintain the associated documentation • Carry out any additional duties as reasonably requested by the management
Job Requirement	<p>Skills Required -</p> <ul style="list-style-type: none"> • Strong verbal & written English communication skills • Meticulous, focused, persuasive and smart working • Expert in networking with right resources • Extremely good presentation <p>Education & Experience -</p> <ul style="list-style-type: none"> • Over 3 years of experience in successful contract & permanent recruitment in IT industry in the UK • Proven experience in using a variety of candidate acquisition strategies from both local (to the UK) and international market • Educated at least to degree level
Job Type	Permanent/Contract
# of Positions	1
Status	Confirmed
Start Date	Immediately
Duration	Permanent (will consider contract for exceptional candidates)
Salary	£60K or more pa OTE (£20K pa basic + unlimited commission at lucrative rates + excellent benefits & career progression)
Location	Reading (but will consider working from home for up to 4 days a week)
Domain/Industry	Information Technology
Nature of Project	N/a
Team Size	N/a

Skills	Rating (5 being the important, 1 being the least important) ¹
Soft Skills	
Effective English communication (oral & written)	5
Good presentation	5
Self confidence	5
Good relationship building & negotiation/influencing skills	4
Consultative skills in high pressure environment	4
Ability to think out of the box	5
Ability to spot problems and fix them quickly	5
Focus on target	5
Meticulous in approach	5
Persuasion	5
Positive attitude	5
Functional Skills	
IT recruitment	5
Recruitment Planning & forecasting	4
Knowledge of UK statutory regulations and best practices	3

¹ A rating of more than 3 means a "Must Have" skill while a rating of 3 or less means a "Nice to Have" skill.