



RECRUITMENT CONSULTANT

You will start your Harnham career by joining our training programme as a Recruitment Consultant aligned to one of our niche Data & Analytics desks. A recruitment consultant at Harnham is a 360 role where you will be working with both candidates and clients within your niche space from early on in your career. You will be responsible for generating clients and then sourcing candidates for the roles as well. You will complete the full training programme within the first 18 months, however will be eligible to get promoted prior to this as you will have clear cut targets for your promotion.

REPORTING TO: You will report to a Managing Consultant, Manager or Associate Director.

RESPONSIBILITIES:

Whilst undertaking the role you will be expected to act as a brand ambassador for Harnham, providing candidates and clients with high levels of excellent customer service. You will represent Harnham as a credible, professional, industry expert that gives accurate, informative and timely advice. Displaying Harnham's beliefs, you will be expected to meet the targets and KPIs that will be set in your monthly and weekly meetings with your manager.

Your key responsibilities will be as follows:

CLIENT FOCUSED: BUSINESS DEVELOPMENT & CLIENT MANAGEMENT

- Generate new business opportunities with new and existing clients through activities such as, but not limited to, cold calling, lead generation, market research, client visits, events and mailshots.
- Confidently manage negotiations with clients, from the initial contract terms agreement through to recruitment processes and remuneration.
- Ensure every business opportunity is maximised by up-selling and cross selling practice areas and services
- Build, develop and maintain meaningful relationships with clients, whilst providing exceptional standards of customer service at all times
- Manage recruitment processes effectively and efficiently through adhering to agreed deadlines, submitting appropriately matched CVs for requirements, managing interviews, offers and post-sales activities
- Ensure all data is entered into Bullhorn, updating client records to maintain data quality

CANDIDATE FOCUSED: SOURCING, ATTRACTION & MANAGEMENT

- Employ all available methods to identify and approach active, passive and inactive candidates; including, but not limited to, headhunting, networking, database searching, referrals, regeneration and advertising
- Thoroughly screen and select suitable candidates to match client requirements, ensuring policies around diversity, unconscious bias, discrimination and right to work are adhered to
- Manage candidates through recruitment processes, whilst appropriately handling any client or candidate related issues that may either limit the likelihood of, or prevent successful placement of candidates
- Build and develop on-going relationships with candidates and provide exceptional levels of customer service at all time, providing honest and prompt feedback when necessary
- Ensuring all data is entered into Bullhorn, updating candidate records to maintain data quality

PROGRESSION MARKERS:

You will be given your promotion criteria at the start of your career with us which can be found on Harnhub, this will have clear meritocratic targets that involves revenue and new business indicators. To be successful and achieve the goals to succeed and move upwards, you will need to be resilient, positive and work 'The Harnham Way'. We expect you to enthusiastically participate in training sessions, demonstrate behaviours reflective of the Harnham believes and comply with systems administrations and company policies.

HARNHAM BELIEFS:

- **The Harder I Work The Luckier I Get:** It's about creating opportunities and controlling the controllables
- **Game Face:** Sampras, Federer and Nadal - nothing in the past will affect the next point I play
- **Deserve a Fan Club:** The most dedicated fans start their own Fan Club; we are here to give them a reason to
- **Limitless Beliefs:** Whether you think you can, or think you can't, you're right
- **Delivery is King:** When you strip away everything else and you can do this better than anyone else, you will always rule your world
- **Team Work Makes the Dream Work:** A group becomes a team when the members are sure enough of themselves and their contribution to help others do the same
- **Be Brave and Make Mistakes:** As long as you learn from your mistakes, you have taken a step forward
- **What Got us Here Wont Get us There:** Embrace innovation and change

WORK PERKS:

There's a reason we've won 'Recruitment Company of the Year' and are a 'Times Top 100 Company' to work for. You'll receive our full benefits brochure to detail all of the benefits we offer employees above and beyond our clear cut commission and bonus structure.