

**Aaron Wallis – Recruitment Consultant  
Job Responsibilities, Skills and Competencies Required**

<b>TASK</b>	<b>DESCRIPTION</b>
<b>New Business Development</b>	Using a whole variety of means to generate new clients including working through our database. Introducing candidates to potential clients and our service to companies that are hiring sales staff. Taking job specifications and fully understanding client requirements.
<b>Managing the entire recruitment process</b>	Full management of the recruitment cycle from taking the job specification to the candidates starting employment with our client. A consultant at Aaron Wallis is a 'full circle' recruiter with responsibility for all of the steps along the recruitment process.
<b>Account Management</b>	Looking after our existing clients to ensure our high levels of repeat business continues. Providing terrific regular contact with purpose, i.e. information, news
<b>Client Meetings</b>	Meeting clients and target clients to fully understand their needs. Gaining agreement to terms and establishing credibility and a business partnership.
<b>Database Management and Searching</b>	Managing our internal recruitment system and taking ownership for ensuring it is clean, relevant, easy to use. Inputting candidate details. Searching databases to source top sales talent. Using our database and various CV databases that we subscribe to. We have access to over 8 million CV's. Searching for candidates is a reasonably easy skill to acquire but is quite laborious and can be time-consuming.
<b>Telephone Interviewing/Qualifying and screening. Customer Service Calls</b>	Contacting candidates about our client's jobs, telephone interviewing against required skills and competencies. Filtering and screening accordingly, gauging interest and gaining candidates approval to be considered for the role. The role also includes regularly updating candidates. Skilling candidates on our databases
<b>Interviewing Candidates</b>	Interviewing candidates face-to-face to assess suitability to our client's vacancies. Formally registering candidates through our 45-minute competency interview registration process gaining the information required for any consultant to actively market the candidate.
<b>Following company systems and processes</b>	Company credit checks, sending terms, sending promotional literature, ensuring all activity is entered onto our recruitment system. General administrative duties. Working to proven methodologies and key performance indicators to ensure that you are as successful as possible.
<b>Advert Writing and posting</b>	Writing attractive and effective adverts for our website and the various job boards that we subscribe to. Posting the adverts via our multi-posting tool. Tracking response and return on advertising investment.
<b>Dealing with advert response</b>	Managing candidate response effectively and professionally
<b>Selling candidates into clients</b>	Discussing a candidate's skills and suitability to our employer clients
<b>Candidate Profiling,</b>	Administering psychometric and skills tests. In time you will be expected to become BPS

<b>psychometric testing and skills testing</b>	Level A or Level B qualified so that you can interpret the results and communicate to candidates and clients.
<b>Market Research and Data cleansing</b>	Ensuring our recruitment CRM system is up to date by making market research calls
<b>Client research</b>	Identifying potential clients to targets, researching key decision makers and making market research calls.
<b>Marketing and Co-ordinating mail shots</b>	Undertaking marketing initiatives to increase Business Development. Targeted email shots and traditional mail shots for client and candidate acquisition. Role responsibilities include both follow up calls and customer service calls.
<b>Incoming sales</b>	Taking job specifications and client requirements
<b>Managing a series of interviews</b>	Facilitating client interviews taking place on our premises. Managing the expectations of clients and candidates ensuring a win-win outcome.
<b>Social Media Marketing</b>	Submitting PR articles to the press and article sites. Writing a blog article at least once a month. Involvement in Twitter, Facebook and LinkedIn
<b>Facilitating assessment centres</b>	either as an observer or facilitator helping to run (or, in time, running) an assessment centre on behalf of our clients.

### Required Skills and Attributes (in no order)

<b>Administration</b>	Systems oriented, follows processes, looks to make processes more efficient. Adhering to required legislation and regulations
<b>Articulate</b>	Able to deal with and handle complex objections and maintain composure and credibility. Good questioning skills, ability to build rapport at all levels, particularly at senior levels
<b>Challenging</b>	Doesn't settle with the status quo or mediocrity and is always looking to improve systems and processes.
<b>Confident</b>	Engaging personality that can establish and build rapport. Has the confidence to pitch opportunities to candidates, interview and qualify candidates, take a job specification from a client, take client and candidate post-interview feedback, etc.
<b>Credible</b>	Possessing the gravitas to build business relationships across all levels. As a person you will be a credible and highly likeable sales professional that is driven, knowledgeable, willing to learn and well presented.
<b>Focused</b>	The kind of person that has purpose in their life, has direction, has goals and knows what they want and why they want it.
<b>Forthright</b>	Unafraid to contribute to company direction. Willing to make their views and thoughts known. Frank and open.

<b>Good English and Creative Writing skills</b>	Solid Spelling and Grammar. Ability to creatively write adverts, bogs, web content, new articles, etc.
<b>Inquisitive</b>	Must enjoy learning new skills, new industry sectors. An individual that naturally wants to increase their knowledge and expertise.
<b>IT Literate</b>	Above average knowledge of MS Word, MS Excel and MS PowerPoint. Ability and keenness to learn new systems.
<b>Lateral Thinking</b>	Ability to approach a specification from various angles to source suitable applicants. Enjoys providing solutions
<b>Organised</b>	Well planned and project management approach to getting a job done. Good time management and possessing the ability to work several projects simultaneously
<b>Positive</b>	Taking the knocks with a smile and always striving to be the positive and personable. Recruitment is often a 'thankless task' but you must be continuously positive to succeed.
<b>Proactive</b>	Will take ownership and provide solutions with a 'can do' attitude.
<b>Reliable</b>	A conscientious person that can be depended upon to get a good job done.
<b>Resilient</b>	Recruitment is rough. Being able to 'take the knocks' and 'bounce back'. Taking responsibility and accountability. Learning from mistakes. Many would describe their first year in recruitment as a 'rollercoaster of emotions'
<b>Sales Competent</b>	You will quite simply be the best and most competitive sales professional that you know. Always willing to learn new skills and looking to develop. Realising that sales is a skill that is always changing and keeping up with new methodologies. The kind of person that has paid to develop their own skills, i.e. purchased and read books on sales, attended conferences and sales seminars, booked themselves on sales training courses out of their own pocket.
<b>Sales Resilient</b>	The kind of person that doesn't have 'bad days'. Always looking to improve and succeed. Willing to take rejection and keep going. Possessing a cheery 'winning attitude'.
<b>Stable</b>	Stable career history and persona. Looking for a long-term career role. This role offers great room for movement and the opportunity for you to make your mark within a rapidly advancing and fast changing sector.
<b>Team-player</b>	Will work with others for the good of the company. Will willingly help and support others.
<b>Willingness to undertake repetitive tasks</b>	Such as advert writing, advert posting, data cleansing, searching databases and sourcing candidates