

Richard Newton Consulting

Recruitment Executive

Job Description

Hours – 37.5 per week

Location – Richard Newton Consulting Offices – currently Pontcanna, Cardiff and moving to Cathedral Road, Cardiff circa March 2018

Salary – £25,000 per annum

Holiday – 25 days

Responsible to – Richard Newton, Director, Richard Newton Consulting

Role summary –

To take responsibility on a day to day basis for the operations and growth of recruitment activities within Richard Newton Consulting.

Key Roles –

- To be a first point of enquiry to clients for the business and act as an ambassador for all recruitment services provided by the consultancy
- To work with the Director/Associate Consultants on recruitment assignments
- To research potential candidates for recruitment assignments
- To manage and develop a database of candidates
- To manage ‘outsourced recruitment’ assignments
- To build new business across the breadth of recruitment services offered by the consultancy
- To retain relationships with established clients
- To develop new recruitment products as required
- To comply with sector specific legislation and appropriate codes of practice

Key Skills, Experience and Competencies required –

- A track record of working within a recruitment environment
- Research skills – in particular linked to researching potential candidates for consideration for recruitment assignments
- Excellent communication skills: verbal, report/bid writing, and strong outward telephone skills
- The ability to maintain key relationships with clients that deliver sustained business
- Interview and selection skills to ensure relevant and appropriate candidates are passed to clients
- The ability to manage multiple projects at one time
- Effective time management
- Attention to detail
- Good IT skills including use of full Microsoft Office suite
- Excellent record keeping
- A knowledge of Wales – in particular its political and economic environments
- Experience of working with, or for, the not-for-profit sector

- An appreciation of the arts
- A team player but prepared to take on individual responsibilities
- The ability to develop systems and processes to respond to the developing business
- A commercial focus
- Prepared to work at times outside of regular office hours or at locations away from the office