

JOB DESCRIPTION

Job Title: Freelance Recruitment Consultant

Reports to: Managing Director

Job Summary / Purpose:

To understand and match the needs of our clients and candidates to provide quality tailored recruitment services whilst continually meeting target.

Main Duties and Responsibilities

Client Management

- Serve clients, identify their needs and provide feedback on success of filling jobs
- Qualify job specification / salary information and record accurate and comprehensive job description – check info / client requirements in line with key processes and legislation.
- Gather info on client – decision maker and no of employees
- Network internally and externally with clients
- Benchmark for clients – salary, availability, candidate pool, industry activity
- Write and Place advertisements in newspapers and on website

Candidate Management

- Candidate control – keep in regular contact to review progress and performance
- Pre-screen candidates before their interview for suitability and conduct interviews
- Coach candidates on interview skills / Skills testing
- Manage Temp availability to meet client needs
- Spec CVs / Market candidates, Search / Shortlist CVs in line with job order request, Ensure CVs are of a specific standard and reflective of client requests
- Provide information to candidates on clients and job specifications for permanent jobs

Other

- Reference checking
- Ensure records are kept in line with legislative requirements
- Carry out work instructions in line with Key Processes and QMS
- Any other duties as required

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PERSONNEL SPECIFICATION

Job Title: Freelance Recruitment Consultant

CATEGORY	ESSENTIAL	DESIRABLE
Qualifications	<p>Graduate in any discipline and minimum 5 years experience in any of the following disciplines, Candidates having specialization in individual fields can also apply.</p> <ol style="list-style-type: none">1. Business Development/Marketing Information Technology2. Accounting and Finance Customer Service3. Hotel Insurance4. Logistics /Procurement Legal/Law5. Security Public Relations/Advertising6. Human Resources Front Office/Secretarial7. Data/Info Service Education8. Computer Programming Web Design9. Computer- Graphic Design Communication/Broadcasting10. Banking Management/Administration11. Public Health Medical/Nursing12. All fields of engineering Civil, Mechanical, Electrical, Chemical etc13. E Commerce Automobiles/Automotives	

GENERAL INFORMATION FOR APPLICANTS

Job Title:	Freelance Recruitment Consultant
Hours of Work:	As per requirement of task

Job Background:

As a Consultant you will be offered an exciting opportunity to learn, grow and develop. Reporting to the Managing Director, you will be working in a challenging position in a dynamic work environment.

This is a home based opportunity where the candidate will work on project/task basis.

Upon joining Nikhiljob you will receive comprehensive training and development. The objective of the training programme is to ensure the same standards are applied throughout the company.

Training will be given in the following areas:

- Recruiting procedures and standards
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The Managing Director sets targets and Key Performance Indicators (KPI's) which you will be required to meet. As a successful recruitment consultant you will be required to achieve the set quality standard as well as satisfactory KPI's.

Key Performance Indicators are reviewed on an ongoing basis and form part of the quarterly performance review.

Compensation

Compensation paid will be on the basis of the project and the payment will be 50% of the total amount invoiced to the client for the assigned project.

Duty Station

The selected candidate will work from home . This is a home based opportunity.

Duration of employment

For competent, result oriented and dependable candidates, this can be a long term job.

Interested candidates should E-mail their latest Resume, photograph to resume@nikhiljobs.com .

Call 01-6221823 9841404217 9801004217 for any other queries

LOCATION MAP

