

Junior Consultant

Company Information:

Established in March 2000, Connect Group is a young, dynamic, independent recruitment specialist that has quickly and successfully grown a reputation for quality of service to both candidates and clients. Through a passion for success and a commitment to fast effective delivery, Connect Group has benefited from an enviable year-on-year growth. Connect Group presently consists of well established specialist divisions in IT, Rail, Construction, Energy and Nuclear.

With a client base ranging from FTSE100 organisations to pioneering start-ups, Connect Group continues to demonstrate its capability of providing flexible, bespoke solutions to its clients.

Position Overview

The Junior Consultant will support a team of Consultants and Senior Consultants, resourcing for client vacancies, gaining knowledge and experience across a wide range of technology recruitment practices including online and press advertising, search and database selection.

Main duties:

- Receive vacancy details from Consultants and Senior Consultants
- Obtain comprehensive understanding of the vacancy and the originating client
- Conduct thorough searches via the necessary recruitment practices (e.g. online searching, database searches etc.)
- Pre-screen candidates by telephone and / or face to face interviews
- Keep the database up to date with candidates' details and updated CVs
- Accurately and consistently identify candidates whose skills set, remuneration requirements and availability meet the criteria required
- Track personal activity and results
- Any additional reasonable tasks that may be required by the company at any time

Experience required:

- Effective oral and written communication skills
- Excellent reasoning ability
- Ability to demonstrate logical thinking
- Ability to communicate with colleagues in a confident and professional manner
- Planning and completion of work to agreed timescales
- Ability to work on own initiative and as part of a team
- Good level of IT literacy including Microsoft Office and the ability to pick up new systems easily (e.g. our in-house recruitment system)

Applicants must be:

- Hard working
- Conscientious
- Money hungry
- Highly self-motivated
- Determined to succeed

If you are interested in this vacancy, contact us on 020 8973 3333 or email us your CV to website@cgc-ltd.co.uk