

Resourcer/Junior Consultant - www.tracerecruit.com

We are an expert Accountancy Recruitment Consultancy based in central London and working across Greater London and the Home Counties. With three teams servicing Commerce and NFP, Financial Services and Interim Appointments our Consultants specialise in an industry vertical so you always work with someone who knows your market. We're specialists in Part-Qualified through to CFO roles and we believe our service and assessment methods set us apart.

We are looking for two new hires; one to focus on our Financial Services market and one to focus on Commerce & Industry. We have a strong corporate and SME London client base.

We are a growing business; we have just had our 4th consecutive year of profit, we are about to launch a new brand/website and in 2019 we hope to open a regional office in the Thames Valley.

This opportunity is a great starting point, focused on candidate acquisition, with a plan to develop into a Consultant where you would be both client and candidate facing, generating new business and revenue and personal bonus.

Key Responsibilities:

- Support and resource for the Consultants to generate a higher volume and better quality candidate network
- Interviewing and assessing candidates face to face
- Compiling of shortlists for permanent and interim briefs
- Participate in client meetings
- Ongoing administration, such as database management and CV formatting, and advertising
- Build a professional network in a industry vertical i.e. Media or Retail
- Lots of daily ah hoc challenges, in a very fast paced evolving environment!

Qualifications and competencies:

- Degree educated with good academics
- An entrepreneurial spirit, with a daily energy to make things happen and be unique
- A desire to provide an honest, career centric customer service
- A fun and inquisitive approach to work
- Presentable and confident to engage with people from a wide variety of backgrounds and professional grade
- Good IT skills; outlook, Microsoft office

Benefits include; great bonus/management bonus scheme, share holding potential, 28 days holiday, flexible working.

Whatever your role in the business we expect all team members to exhibit the following values and behaviours:

Collaborative, we work as one, we build durable relationships, and we remove barriers to working together. **Expert**, we are specialists, we train specialists, and we invest in the best talent. **Pioneering**, we innovate, we challenge assumptions, and we go beyond. **Ambitious**, we strive to make a difference, we want growth for our staff and our business, and we want to be known as the best at what we do. **Principled**, we respect our colleagues, we compete fairly, and we serve with integrity.