

# Have you got what it takes?

## Strength of Character

Recruitment is an incredibly demanding environment. The people who succeed are exceptionally motivated - by the buzz, the speed and their own success. Strength of character is what will ensure you achieve your goals. You'll need to be able to work under pressure and handle the most challenging workloads, as well as a massive flow of information that will come your way - facts, figures, sales leads, emails - all of which will need to be filtered and interpreted to help you focus on those tasks which will yield results. As you'll be managing a number of different client and candidate issues simultaneously, the ability to prioritise your time is essential and in a world of change, you'll need to adapt quickly. We're seeking the sort of person who responds positively to targets and is competitive by nature - there's no room for complacency and when you succeed, we want you to be setting yourself even higher goals.

## People Skills

Working in Concept Staffing is all about teamwork. You could be working as an integral part of a team in your own branch or as part of a cross network sales force. It's vital you work in harmony with your colleagues, listening to team members and if necessary taking the lead. Your listening skills are also vital when working with clients and candidates - taking in information and making judgments, often in short timescales.

## An Eye for Opportunity

The skill needed to identify and capitalise on sales opportunities is part of the commercial flair we expect all our consultants to demonstrate. Your ability to negotiate and persuade is crucial - Not only do you need to be able to persuade clients to use our services, but when delivering that service, they'll rely on you to tell it like it is. You need to be bold enough to assert yourself when advising on how to approach recruitment. In addition, you'll need to know your market and have an acute awareness of your competitors' presence and activity to be able to seize opportunities when they arise.

If you're after early responsibility, the chance to work on your own initiative and a stimulating working environment which is anything but 9 to 5, welcome to the Recruitment Industry.

**Concept Staffing** offers real responsibility with the support to develop to your full potential. Recruitment is a marketing-led industry, on all fronts. Whether you're writing advertising copy for your clients' jobs, staging careers evenings, putting together a client visit programme, planning a morning of telephone canvassing or writing raw material for marketing literature, you'll need to develop an instinctive sense of selling in every aspect of your job. Yes your job is to help people, but those people can choose which recruitment agency to approach for help. Your responsibility is to carry out your job in a manner which will ensure they come to Concept Staffing first, without needing to go anywhere else.



## **Working with Clients**

As a consultant you will develop close working relationships with your clients, which, depending on your branch and specialisation, could range from Blue Chip PLCs and international firms to entrepreneurial, owner-managed businesses.

You'll have responsibility for expanding your client base and increasing sales to that base, as well as delivering the service itself, requiring a vast range of personal qualities and skills. You'll need to develop a keen awareness of how to resource sales leads, including networking with you local business community and use of the internet as vital marketing tools.

Employers will rely on you for advice when planning recruitment, compiling job and person specifications and salary and benefit packages.

## **Working with Candidates**

As advisor and confidant to those seeking a new position you'll be responsible for helping people achieve their career goals. You'll need to attract new candidate registrations through various forms of advertising as well as encouraging those people you help to recommend Concept Staffing to their friends and colleagues.

From your initial meeting where you carry out a thorough interview and advise on candidate expectations, you'll be that candidates' personal advisor, counselling them on a range of career issues such as CV preparation, handling interviews and salary trends. You'll also be a sounding board for crucial decisions when job offers are considered and options weighed up.