

Job title: Associate Consultant, GAN Academy

Reports to: Head of Division

Job purpose:

The Associate Consultant role is an entry level position on the GAN Graduate Training Academy leading into a role on either the Permanent or Interim desks. Ultimately the role is responsible for delivering agreed KPI's and placement targets by working with clients to specify the requirements for roles and then identifying, sourcing and placing high calibre candidates.

The Academy is a modular training programme covering all aspects of candidate & client work along with broader business and finance skills. The modules are designed to provide in depth theory supported by extensive desk and phone work. Each Associate will benefit from a Personal Training schedule, coaching & 121 support, Mentorship and hours of shadowing. Whilst training the Associates will be targeted with clear KPI's and placement targets. As part of the assessment process the company will decide whether the Associate is best suited to the Permanent or Interim teams.

Upon graduation, Associate Consultants will move into a 360-recruitment position on the relevant team. As with all employees the Associate will have both a personalised development programme and personalised targets providing a route to becoming a Consultant.

Main responsibilities upon Graduation:

Candidate sourcing and management

- Undertake proactive networking to grow active candidate base
- Focussed headhunting to increase candidate base and source specific roles
- Write good quality and informative job adverts
- Support candidate CV development
- Undertake candidate meetings
- Reference candidates
- Interview candidates face-to-face and by telephone
- Select and match candidates to roles
- Brief candidates on the market and specific opportunities
- Prepare candidates for interviews
- Debrief candidates after interviews
- Offer candidate guidance and advice throughout the process
- Negotiate offer, presentation and acceptance
- Provide post-offer support
- Support candidate resignation and counter offers

Contractor management:

- Undertake follow-up discussion immediately after starting
- Communicate with contractors regularly, in line with company policy, monthly to keep up-to-date with current role and to identify further opportunities
- Solicit feedback from client

Business development and client management

- Plan and schedule new business activities
- Build and develop network of hiring and HR managers
- Maintain regular contact with client contacts
- Attend client meetings
- Assess client viability
- Identify current and future role vacancies
- Manage recruitment process from job spec creation through to placement
- Develop a deep understanding of client/prospect companies including structure and culture
- Review applications and produce candidate shortlists

- Market candidates to client and prospect contacts proactively
- Arrange candidate interviews
- Debrief client after interviews
- Manage offers on behalf of clients
- Advise on recruitment policy and procedures
- Provide market intelligence
- Increase breadth of client contact network
- Plan and schedule client account management activities
- Keep abreast of current trends related to the company's services and markets, anticipate future trends and their likely impact

CRM maintenance

- Ensure all required information is input to CRM for contacts and candidates, in line with company policy
- Update CRM with conversations or activities following every contact event
- Maintain validity, completeness and currency of CRM data

Finance team input

- Inform regarding placements to enable enough time to do employment screening.
- Assist in providing any relevant information regarding billing or paying
- Support the company's administration processes
- Complete expense claims accurately and on time
- Confirm new consultant form is completed accurately

Marketing

- Contribute to the planning, development and implementation of strategies for generating sales opportunities for the company
- Support the planning of marketing activities and participate as required
- Participate in market research
- Keep abreast of industry and competitor performance data
- Contribute to the identification of new service opportunities
- Support the firm's attendance at marketing events
- Represent the firm

IT and Infrastructure

- Plan and manage office and equipment use for own responsibilities
- Contribute to the specification and implementation of office equipment
- Contribute to and support process and organisational change