

FULFILMENT CONSULTANT

Role type: Permanent

Location: Birmingham / Work from home

Salary: Competitive

Role Overview: This position is a Fulfilment Consultant role supporting the contract new business and account management recruitment team where you will be required to deliver candidates to live vacancies as well data cleanse Crimson's recruitment system. During this time, you will also receive both on the job and 121 training over a 12 month period to understand the full recruitment lifecycle.

Fulfilment Consultants will be ideally expected to progress to the role of Sales Associate Consultant and then Consultant etc throughout their career and as a meritocracy, we believe in rewarding high achievers.

Duties

- Facilitate the fulfilment of live vacancies.
- Maintain a network of candidates and Consultants, keeping the database up-to-date and accurate.
- Participate in and drive 'Candidate Tracking' around specific technologies and niche markets.
- Ownership of issues and able to show initiative in resolution.
- Participate in ideas sharing and innovation of service offering.
- Ability to generate leads for all divisions - Recruitment and IT Solutions.
- Create client commercial value through responsive recruitment services and the delivery of cost-effective results.
- Add value to customers through awareness and understanding of skills, trends and specific legislation impacting their business area.
- Keep abreast of the current market and develop an understanding of the market conditions, potential niches and ongoing trends.
- Write candidate profiles highlighting which key attributes and experience present candidates in the best possible way.

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Person Specification

The person must have demonstrable experience in the following areas:

Qualifications:

- A degree is highly beneficial, ideally 2:1 in Sales, Marketing, IT or other relevant field.
- GCSE English and Maths.
- Good level of computer literacy.
- Full driving license would be beneficial but not essential.

Experience:

Essential:

- Strong new business mentality, ability to ensure a focus on identifying and reacting to new opportunities / leads and escalating where appropriate.
- Highly motivated and enterprising individual that is organised and methodical and able to report and forecast in a timely fashion.
- Ability to work to tight deadlines in a dynamic, fast moving environment, positive and creative individual who is interested in the business and motivated to add commercial value.
- Highly responsive with the ability to absorb information quickly, solve problems and think creatively.
- Excellent communication skills with a clear telephone manner.
- Ability to interpret detail and relay information back to clients and candidates alike.

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Desirable:

- Previous telephone-based or face to face sales experience.
- Knowledge of the IT industry and IT Project Lifecycles.
- Personality:
- Confident and resilient approach to sales and customer service
- Team player who is people-oriented.
- Ability to cope with peaks in workload.
- Ability to gain customer buy-in to processes and procedures.
- Has the strength of character to challenge the customer where necessary.

Personality:

- Confident and resilient approach to sales and customer service
- Team player who is people-oriented.
- Ability to cope with peaks in workload.
- Ability to gain customer buy-in to processes and procedures.
- Has the strength of character to challenge the customer where necessary.
- Highly motivated with ambition and career focus.
- Presentable and credible with the ability to quickly build rapport with clients.
- Ability to learn quickly and develop a detailed understanding of the recruitment and IT industry.
- Highly responsive with the ability to assimilate and interpret information quickly.
- Confidence to work well in a demanding and fast-paced environment.
- Positive and fun individual with a creative and enterprising approach to business.