

role specification

associate consultant

scope

this role is responsible for sourcing either permanent or temporary/contract in a specific (sub) market sector; covering a limited number of mid job profiles and candidates.

job purpose

To achieve personal delivery target through:

- Developing and managing a defined candidate database
- Delivering high quality recruitment consultancy services
- Compliance with company policies and reporting processes

main accountabilities

- Recruitment and candidate management
- Administration and reporting

client management

- Develop a knowledge and relationship with clients with the support of others in the team, to ensure a good understanding of the market, current and future client needs and identify new leads within the Randstad Group.

recruitment and candidate management

- Initiate a range of sourcing activities, such as publishing vacancies, networking and conducting referrals, to ensure a regular supply of candidates that meet client's current and future demands.
- Develop and manage the recruitment process through sourcing, screening and qualifying candidates, briefing and preparing candidates, organising interviews and sometimes negotiating remuneration packages to ensure client needs and expectations are met in a timely manner.
- Provide advice to candidates on salary levels, training requirements and career progression opportunities to facilitate the recruitment process.

administration and reporting

- Complete and update client and candidate details in the CRM systems to support effective management information reporting.
- Complete financial and compliance administration.
- Participate in regular meetings with the team and the manager to maximise synergies, discuss market developments, to share experience and knowledge and to report on sales progress.
- Comply with company policies and procedures including business principles, misconduct reporting procedure and competition law compliance policy to meet Randstad's expectations concerning professional conduct.
- Complete all necessary compliance requirements.
- Comply with legislative requirements at all times.

key performance indicators

All Associate Consultants will have a personal budget and/or minimum sales gross profit target. The following indicators are suggested to monitor performance:

- Number of new candidates interviewed
- Number of CV's sent
- Number of placements made / fees generated

behavioural competencies

Randstad have a strong culture in ensuring our people are focused to deliver against 4 strategic building blocks which underpin all our activities. The desired behaviours against these building blocks are summarized below.

Strong concepts

- Business execution
- Internal processes
- Client focus

Best people

- Impact
- Adaptability

Excellent execution

- Passion for results
- Team working
- Planning & organizing
- Commercial drive

Superior brand

- Promotes core values

Knowledge skills and experience

- University degree or higher education
- Sales experience
- Numeracy and IT ability

reporting relationship

Principal Consultant, Team Leader or Manager

Signed: _____ Print Name: _____ Date: _____