**Recruitment Consultant**

OPR are one of the longest established recruitment agencies in Woking and specialise in providing temporary and permanent office-based staff to companies within the local area.

We are going through an exciting period of growth and we are looking for an ambitious and sales driven individual to join us as a Recruitment Consultant. Previous experience would be beneficial however we will offer full training to anyone with at least a year’s experience in a business development role.

This role is fully office based (Monday to Friday) but some flexibility can be offered.

**We can offer:**

* A competitive basic salary with a very generous bonus scheme
* 23 days holiday rising to 25
* Contributory pension scheme
* Free parking.
* The office team are very sociable and regularly hold incentivised based events and outings as well as on-going training.
* Performance related benefits

**Duties will include:**

* **Business Development** - identifying new clients and promoting OPR’s services
* **Account Management** – developing relationships with existing clients
* **Delivery** – Sourcing candidates on job boards and LinkedIn
* **Networking -** Developing and maintaining strong relationships with candidates
* **Management** – of client and candidates through the whole recruitment process from taking the vacancy to interviews and job offers.
* **Negotiation** – of Terms of Business, job offers and fees etc…

**You….**

* Will have at least one year’s business development experience
* Proactive – we do not micro-manage!
* An excellent communicator and confident on the phone
* Able to build relationships easily
* Resilience and a strong work ethic
* Excellent problem solving skills

Thank you for taking the time to apply to OPR Resourcing Specialists. If your application is successful you will be contacted within 7 days. We apologise but due to the high volume of applications we receive we are unable to provide feedback on individual CV's.

Please note that by applying for the above job it will be understood that you accept our Terms of Business and Privacy Policy which can be found on our website on the page "Find A Job".