

## **HOLDEN JONES – JOB SPECIFICATION**

### **Permanent Consultant**

#### **About Holden Jones**

Holden Jones is a regional accountancy recruitment consultancy covering the south east of England. The locations covered are London and Surrey from the London office; the Thames Valley/Middlesex from the Windsor office; and Hampshire/M3 from the Basingstoke office. We are privately owned and have built our success upon our consultants giving true consultancy through attentive account management.

Holden Jones recruits at all levels of accountancy, enabling us to work together with candidates over the full duration of their career, forming relationships with students through to qualification and aspirations thereafter. We operate an account management approach to ensure a clear point of contact and consistency of short-listing.

We recruit across all sectors of commerce and industry as well as offering a full range of practice opportunities. Whilst recruiting for a number of large corporates, Holden Jones has always worked with a predominance of SME's offering the challenge of change and growth.

#### **Job Purpose:**

To maximise revenues and gross profit achieved in the Holden Jones branch you are based in and to interact successfully with all other branches to ensure all Holden Jones clients receive the highest levels of customer service.

#### **Responsibilities:**

To maximise revenues and gross profit achieved through exceeding monthly and quarterly targets as laid down by senior management.

To generate new business for Holden Jones through regular client contact including intensive telemarketing, e-mail shots, traditional mailers, client competitions etc.

To be working in line with three key performance indicators: to present candidates to clients within 48 hours where at all possible; to maintain a Job Conversion to Interview rate of over 60%; and to interview a minimum of 5 candidates per week.

To contact current Holden Jones clients on a regular basis to ensure a high level of client service is maintained as well as identifying new business opportunities

To work closely with temporary teams and share information for mutual benefit

To maintain a strong presence in the candidate marketplace to attract a steady stream of through internet and hard copy advertising as well as re-registrations and referrals

To maintain the candidate / client details on the Lotus Notes package to enable others to quickly and easily identify candidate expectations and client opportunities

To administer all necessary sales order paperwork and liaise with the Sales Administrator to ensure an efficient invoice process

To liaise with the Accounts department with regards to any invoicing or credit queries that may arise with clients

To bring to the attention of the directors any escalating problems with clients or candidates

To provide monthly reporting for management on interviews, revenues, fill rates etc

**Person Specification:**

Must have excellent communication skills with all levels of individuals

Must have tenacity and determination and not be phased by rejection

Presentable and articulate

High levels of self motivation, but enjoy working within a team

Ideally educated to degree level or equivalent

Experience within the recruitment industry is beneficial, but not at all essential where the above personal characteristics can demonstrated