

JOB DESCRIPTION

Recruitment Consultants – New Business Sales

- **Responsible to:** Managing Consultant / MD
- **Address:** 13 Derwent Business Centre, Clarke Street, Derby, DE1 2BU
- **Start Date:** Ongoing (ASAP)
- **Working Hours:** 37.5 hours / week (Mon–Fri) / 9.00am–5.30pm
- **Salary / Benefits:** £ Excellent Salary (DOE) + Uncapped Commission + Laptop + Mobile + Training

Overview

Syntax Consultancy is an independently-owned IT & Engineering recruitment specialist. Established in 1987, we offer over 30+ years' experience of providing outstanding talent into the Public Sector, IT Consultancy, Digital, Rail and Engineering markets. We have *new* career opportunities for IT or Engineering *Recruitment Consultants* to join our friendly team in *Derby*. We are looking for enthusiastic, determined and professional sales people with a proven track-record in 'New Business' Sales.

The Role

- **Job Purpose** – your primary goal will be generating new business and gaining new clients. Selling Syntax's end-to-end IT or Engineering recruitment solutions based on the individual requirements of the customer.
- **Business Development** – cold-calling / making outbound sales calls to prospective clients to win new business and develop relationships with new customers.
- **Client Meetings** – booking / attending meetings with potential clients and candidates.
- **Relationship Building** – developing strong relationships with new clients in your specialist markets.
- **Lead Generation** – generating sales leads, identifying target clients / prospects and defining a sales territory.
- **Targets** – building and closing a 'new business' sales pipeline to deliver against agreed sales targets.
- **KPIs** – achieving agreed sales targets (revenue, sales calls, client meetings), and reporting key metrics to management.
- **Negotiation** – negotiating T&Cs with clients to ensure 'win-win' for both parties and to promote long-term, sustainable business at healthy % margins.
- **End-to-End Recruitment** – managing the full recruitment cycle, including: scoping customer job orders, sourcing, database search, job advertising, CV submission, managing interviews/offers, contracts, on-boarding, contract extensions and handling post-placement queries from clients/candidates.
- **Talent Pooling** – building 'hotlists' of highly-skilled / in-demand candidates who we can place with clients repeatedly.
- **Recruitment Administration** – recording daily sales activity using our state-of-the-art *Bullhorn* recruitment system (client conversations, CV submissions, interviews, offers, contract generation, etc.).
- **Customer Experience** – ensuring clients experience the highest possible standards of customer service and satisfaction.

Skills & Experience

- **New Business Sales** – proven experience in a 'New Business' sales role (ideally B2B / technical sales), including dealing directly with clients by phone, email and face-to-face meetings.
- **Cold-Calling** – telephone-based sales experience, including 'outbound' sales calls and attending F2F client meetings.
- **Recruitment Experience** – previous recruitment industry experience is advantageous but is not essential.
- **Computer Literacy** – proficient user of MS Office, Web / Internet, Social Media platforms (LinkedIn, Twitter, Facebook).
- **Qualifications** – Graduate / Degree preferred, but we are equally interested in your experience and personal qualities.
- **Driving License** – full UK Driving License preferred, as the role will involve travelling to client sites.

The Person

At *Syntax* we look for people who embody the following personal qualities, values and characteristics:

- **Determination** – self-motivated and resilient. Demonstrates perseverance and overcomes obstacles.
- **Communication** – strong verbal / written communication (phone / email / face-to-face).
- **Trust** – builds trust with clients and engages with people in an authentic and open manner.
- **Quality-Driven** – taking a pride in your work and possessing a keen eye for detail.
- **Customer-Focused** – polite and helpful. Diplomatic and builds strong relationships and rapport.

- **Telephone Manner** – professional and positive telephone persona.
- **Professionalism** – polite & professional. Both with external customers & internal teams.
- **Organisation / Planning** – able to plan ahead logically and prioritise between competing tasks.
- **Time Management** – works well under pressure and delivers to tight timescales. Strong sense of urgency.
- **Honesty & Integrity** – reliable, dependable and trustworthy.
- **Work Ethic** – hard-working, self-motivated and conscientious.
- **Positive Energy** – enthusiastic, helpful & positive attitude.
- **Accountability** – takes full ownership and delivers on commitments and promises.
- **Initiative** – proactive and action-orientated with a strong sense of urgency. Owns problems to resolution.
- **Team Working** – collaborative, cooperative and works well within a team of diverse personalities.
- **Results-Focused** – goal-driven and focused on delivering tangible, measurable outcomes.
- **Proactive** – able to take the initiative & own problems to resolution.
- **Adaptable** – flexible and open to change. Adapts to changing circumstances.
- **Persuasive** – able to influence, negotiate and steer clients to the mutual benefit of both parties.
- **Sense of Humour** – a good sense of humour, particularly when under pressure.
- **Ambiguity** – works effectively with incomplete and imperfect information and works towards clarity.
- **Quality-Driven** – takes a personal pride in their work.
- **Personal Growth** – a desire to learn, improve and develop, both in the work-place and at home.

Why Join Us?

- **Rewards & Incentives** – market-leading salary + uncapped commission + pension + laptop + mobile + achievable targets, reflecting your experience, level of responsibility & individual contribution. We have a fair and transparent pay structure designed to reward success.
- **Training & Development** – we invest heavily in our people. We want you to be the best possible version of yourself and we're big on nurturing talent from within. We offer a comprehensive training & career development programme including: new starter Inductions / Orientations, 1-2-1 mentoring / tailored coaching, individual development plans & external training for professional qualifications (REC/APSCo). We are big believers in life-long learning. Many of our key people have worked in the industry for decades, so you will learn from the best!
- **Office Environment** – an informal, friendly and positive working environment. We treat people as grown-ups and trust them to deliver what's expected of them.
- **Job Security** – we are an established & healthy business with a 30+ year track record and low staff turnover. Many of our key people have been with us for 10+ years and are fully committed to driving our business forward.
- **Work / Life Balance** – we appreciate that everyone has different circumstances & family commitments. We offer a range of flexible-working options including part-time / home-working opportunities.
- **Convenience** – we have free on-site parking our office is easily accessible, located just outside Derby City Centre. Easily commutable by car or public transport.
- **Our People** – we have an amazing, diverse team of people at Syntax with a real mix of personalities, genders, ages and ethnic backgrounds. We welcome people from all walks of life and we recruit on merit – great attitude, values, experience & career potential.
- **Technology** – you'll have access to state-of-the-art CRM / recruitment software to help you succeed in your role, including the market-leading 'Bullhorn' software.
- **Our Values** – we are a team of committed professionals with strong shared values and a great team ethos. We work hard to ensure that we genuinely live up to our core values of: service, empathy, energy, ownership, going the extra mile & fun!
- **Our Mission** – a chance to work with a company that wants to help make businesses better by providing outstanding talent; and help people find inspiring, engaging careers that allow them to fulfil their full potential.
- **Employee Referral Scheme** – like working with us? We offer great incentives for recommending other talented people.

We're keen to talk to people who share our values and ethos. People who are driven, ambitious and looking for a professional, rewarding career. If this sounds like you we'd love to hear from you...

For further information about **Syntax Consultancy** please visit our website www.syntaxconsultancy.com