

Dedicated
Knowledgeable
Professional



a career in recruitment

Have you got what it takes for a Career in Recruitment?

Recruitment consultancy is an exciting career for people of all ages. If you are looking for a challenging and rewarding role, which combines sales, people skills and problem solving you may have what it takes to be a successful recruitment consultant

The Recruitment Industry

The recruitment industry is a dynamic, fast paced and highly competitive industry, which can offer exciting career opportunities to the right people. Recruitment consultancies attract candidates and match them to jobs in client companies on a temporary or permanent basis. The consultants' role is the vital link between candidate and clients. They operate in virtually all sectors of the employment market. There are a number of publicly quoted companies and firms that operate multi-nationally as well as small independent ones.

What is the Role of a Recruitment Consultant?

The role of the recruitment consultant is fast paced, demanding and diverse. It is also very challenging and exciting and no two days are ever the same. The role involves attracting business from client companies by using sales, business development and marketing techniques. This includes building relationships with clients by going out and meeting them, keeping in touch over the telephone and also in writing. It involves getting to know the client companies, what they do, how they operate and the general culture or atmosphere of the workplace. An important attribute for a recruitment consultant is the confidence to contact prospective clients and win their business. Recruitment consultants are also required to attract candidates by drafting advertising copy and using a wide range of media. It also involves screening candidates, interviewing them and selecting suitable candidates to put forward to client companies. Recruitment consultants are also involved in negotiating pay and salary rates and finalising arrangements between client and candidate. The sense of satisfaction you receive from placing the right candidate in the right job can be overwhelming.

What opportunities are there for career progression?

Opportunities for progression in recruitment will vary depending on the size and structure of the organisation. A recruitment consultant will generally enter the industry as a junior consultant working with a relatively small team. From here a consultant can progress to senior consultant and then to management.

What rewards could a recruitment consultant expect?

Salaries form the backbone of your reward, and handsome commission is the topping that makes the job very attractive to sales professional. Commission is based on performance and there is no ceiling. Realistically Swordfish recruiters expect to earn anywhere from 100% to 300% of their basic salary!

What level of education does a recruitment consultant need?

No formal qualifications are required. The recruitment industry generally welcomes candidates from a range of educational backgrounds and there is a great future for those with the drive and determination to succeed. To build on your academic achievements there are industry specific qualifications, which can be studied for.

What sort of work experience does a recruitment consultant need?

People who are motivated, keen to learn and have the right personal attributes are welcomed into the recruitment industry. Mature candidates who are seeking a second career will find recruitment consultancy offers a stimulating and dynamic role where experience will be welcomed. A background of work in any of the following disciplines would be useful, although not essential, for starting a career in the recruitment industry:

- Sales
- Marketing
- Customer Service

Also, if you have background knowledge or professional qualifications in a specific market sector this can be very helpful in a specialist recruitment consultancy. For example, in security, fire and building services, can be extremely valuable to Swordfish.

What makes a good recruitment consultant?

To be successful in the recruitment industry you must be:

- Motivated
- Ambitious and Confident
- Goal orientated
- A good team player
- Able to handle multiple priorities
- Tenacious
- A problem solver
- Able to work to deadlines and targets
- Able to use a computer
- Have good interpersonal and communications skills
- Have a good sense of humour
- Enjoy responsibility and working in a high-pressure environment

How do I find my first recruitment job?

Swordfish are willing to recruit individuals without recruitment industry experience and welcome the opportunity to find potential candidates for our expanding team. Contact Chris Collins on 0208 676 4500 for an informal conversation (email: c.collins@swordfishresourcing.com) don't forget you are entering a sales environment - so sell yourself.