



APEX RECRUITMENT
SERVICES

Business Development Consultant

Job Description:

We are an energetic, innovative and thriving Warwick-based recruitment agency, who have a requirement for a Business Development Consultant to develop business with new clients and extend business with existing clients.

In this small, yet growing, family company with circa 20 internal employees, your role will be extremely varied. Previous experience within a Manufacturing/ Engineering environment is a definite plus but full training will be given for the right candidate.

This is a permanent opportunity.

Duties include:

- Select and agree relevant target Companies, areas and objectives with the Sales and Marketing Director.
- Assist in formulating a sales strategy and agree with Associate Director for New Business.
- Attend client visits as and when required.
- Attend Events and Exhibitions as required and follow up on leads obtained.
- Upon obtaining a new client, handling vacancies, both temporary and permanent whilst the account is in its infancy until the client relationship has been fully embedded.
- Handling client enquiries in a professional and constructive manner, ensuring that a full dialogue is maintained with the client throughout the selection and placement process.
- Carry out in-depth interviews with both clients and candidates in order to secure qualified personnel for client vacancies and to determine full awareness of candidate skill ranges.
- Select and shortlist appropriate candidates, negotiate appropriate rates with clients and ensure that all relevant information to both client and candidate is recorded on the Apex database system.
- Ensure all administrative tasks are completed on time.
- The nature of the role will require the ability to perform under pressure and within time-critical parameters. The jobholder must be capable of recognizing the value of customer service and the need for flexibility in their delivery.

This is a fantastic opportunity for someone who is incredibly well organised, efficient and is extremely flexible and approachable!



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Desired skills and experience:

- A good working knowledge and proven experience of sales and marketing together with telemarketing techniques.
- Must be able to communicate and relate clearly with colleagues and clients, both orally and in writing.
- Must be able to display an awareness of the needs and commercial requirements of the business.
- Able to organise themselves in order to achieve targets set by the Associate Director.
- Must be able to display a good level of discretion and judgment.
- Must display a high level of competence to organize and control their workload.

Requirements:

Please note – we firmly believe that finding the right person is more than just ticking the boxes on a job spec. It is important to find a suitable person who fits the culture and behaviours of our business – to successfully fill this role, you should also maintain the attitude, behaviours, skills and values that follow our company's manifesto. This is hugely important to us. To see if you are a right fit, you can find a copy of our values on our website.

Benefits:

From day one, you will have the following benefits:

- Negotiable, dependent upon experience
- Full induction and training
- An eclectic mix of professionals who are all ridiculously welcoming!

After a successful probationary period, we offer the following additional benefits:

- Performance bonus
- 3% contributory pension
- Private healthcare
- Bi-annual appraisal / salary review
- Staff training / development schemes at all levels

We are most definitely ambitious, driven and going places and if you feel that your values are compatible with our goals and aspirations – we should be talking!