

Trainee / Entry Level Recruitment Opportunities

Join Outsource as a Trainee or Apprentice Recruitment Consultant and you will get instant access to an excellent tailored training program and the chance to start a career in recruitment.

We employ trainees from all academic and business backgrounds.

What we all have in common is the same drive, energy and motivation to want to succeed and be the best.

Personality is massively important to be able to engage with people from all walks of life.

All of our Managers are hands on and are always happy to help and steer your career in the right direction.

What does a Recruitment Consultant do?

In essence recruitment is a sales job, you will be selling;

- Jobs and vacancies to candidates
- Candidates to clients and hiring managers
- Outsource and the concept of the way we recruit to clients
- Yourself to clients and candidates, building rapport and long lasting relationships
- A service – delivery and managing expectations are key to this

What skills do I need to have to apply to a Trainee Recruitment Consultant role?

- Excellent communication skills, both written and oral (over the phone and face to face)
- Competitive, ambitious and hungry for success
- Money motivated
- Confident and Driven
- Have the ability to learn
- Be accountable for your actions
- Be consultative and deal with situations with integrity
- Be highly motivated and dedicated
- Be able to build rapport and trust easily
- Be hard working
- Any previous sales or customer service experience would be useful (telesales, retail, charity fundraising, events organisation etc.)
- Ideally of graduate calibre

What would I do every day?

- Searching the Outsource internal database and external job boards to find suitable and available candidates in the market
- Networking with candidates and clients using social media and at events
- Writing adverts to attract new candidates
- Writing marketing material to send to clients and candidates to build your business and generate interest in Outsource

- Speaking to candidates to find out their suitability for work
- Administration (keeping candidate and client records up to date)
- Looking for business 'leads' at all opportunities from candidates and clients
- Calling clients to sell candidates and our service to
- Meeting clients face to face
- Understanding our terms of business, and the market salaries and rates

What opportunities are there for career progression?

Outsource has expanded dramatically over the last five years, we have a opportunities in two main areas;

Sales	Key Accounts
<p>These are typical 360 degree recruitment roles where you focus on a specific IT discipline interacting with candidates and clients in this space. You would deal with all aspects of the recruitment process with the client (from the first lines of communication, to meeting them face to face, negotiating rates and terms of business, servicing their recruitment needs, making the placement with appropriate candidates and the aftercare).</p> <p>Developing within the sales team would involve mentoring new starters like yourself when they join the business, and growing your vertical IT markets with more team members supporting you.</p>	<p>The opportunities in this area range from Resourcing and Recruiter roles where you are responsible for the candidate generation and matching of open vacancies with our preferred supplier clients.</p> <p>As you progress and the number of key accounts grows within the business, there will be opportunities for account management where you would be the 'face of Outsource' to the client and manage the client on a day to day basis.</p>

Just finishing college or school, why not consider an apprenticeship with Outsource?

You will follow a similar training programme to a Trainee, but you will also gain an NVQ qualification in recruitment and sales from our training provider. This will involve you submitting a number of work related projects and being assessed on recruitment tasks by an external independent assessor. This is a fantastic grounding for college and school leavers, and a number of our very successful Recruiters and Recruitment Consultants started their careers in Outsource as an apprentice.

If you would like to find out more about our trainee and apprenticeship opportunities please contact Anna Stretch – Recruitment and Training Manager on 07827 665075 or email your CV with covering details to astretch@outsource-uk.co.uk