

Resource Consultant Job Description

The Opportunity:

Momenta are currently looking for a reliable, organised and hard-working relationship builder to join the Resourcing Team. You will be recruiting for some of the biggest brands in the banking, financial services and legal industries and will be able to use your existing knowledge and experience to make a difference, as well as advancing your career.

This is a work from home role, with travel to the London office when required, so you will need to be self-motivated, confident and result orientated to succeed. We work in a quality-controlled environment where being able to work with a high level of accuracy to prescribed processes and strict deadlines is essential. This is a highly visible role where your contribution will not go unnoticed.

Location:

Remote working - MUST be able to attend the office 1-2 times a week

Rate:

£24,000-25,000 base, plus 15-30% bonus (uncapped)

Reports to:

Resource Team Leader

Hours:

Full time – 37.5 hours per week.

Responsibilities:

- Resourcing new requirements through internal/external database searches, CV mining, targeted emails and external advertising.
- Screening CVs and applications and conducting telephone interviews.
- Conducting face to face and web-based interviews.
- Coordinating candidate assessments and delivering feedback.
- Formatting and reviewing candidate CVs prior to client submission.
- Arranging client interviews, discussing feedback with associates and gaining acceptance of work if offered.
- Proactively building your own network of candidates and associates and creating talentpools for future work.
- Working in partnership with Compliance Team to facilitate the vetting and referencing process for all new starters.
- Conducting briefing calls to candidates joining Momenta projects.
- Maintain ongoing communication, as appropriate, with your candidates once they have been placed on contract.
- Gathering a range of marketing intelligence.
- Demonstrating positive attitude and behaviours at all times, offering assistance to your colleagues where time allows and work as part of the team at all times.

- Displaying a creative and proactive approach to working and having the confidence to challenge existing processes to achieve efficiencies.

Requirements:

- 6+ months experience in a recruitment, resourcing or comparable role within a professional environment.
- Successful candidates will be highly literate and numerate, ideally educated to degree level.
- Strong relationship building and influencing skills.
- Excellent written and oral communication skills
- Intermediate/Advanced knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Some knowledge of the banking, financial services and/or legal sectors would be an advantage.
- Driven and ambitious, with a willingness to work hard to achieve individual and team targets.

To apply for this role, send your CV to resourcing@momentagroup.com