

Resource Consultant Job Description

The Opportunity:

Momenta are currently looking for an experienced, organised, and hard-working relationship builder. You will be remotely working alongside our team in the US to recruit for some of the biggest brands in the banking and financial services 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, 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:

£23,000-27,000 DOE plus 15-30% bonus (uncapped)

Reports to:

Resourcing Team Leader

Hours:

Full time – 11am – 7.30pm

Responsibilities:

- Resourcing upcoming requirements for the US through internal/external database searches, CV mining, targeted email campaigns and external advertising where appropriate.
- 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 talent pools 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:

- You will need to be a results-driven recruitment professional, with a passion for the industry.
- Proven experience as a Recruiter/Resourcer, ideally gained in an internal or agency recruitment setting.
- Experience of contract recruitment would be a distinct advantage.
- Experience of recruiting across a range of sectors, including banking & finance, legal and IT would be advantageous.
- Ability to continuously develop a wider understanding of new role types and industry areas.
- You will need to work closely with our wider Resourcing and Sales teams so strong communication skills are essential.
- Confidence liaising with candidates of varying levels of seniority, from graduates to senior managers.
- You will need to possess an analytical mind and be willing to take a creative approach to your work.
- Skills related to revenue generation and business development would be beneficial, although the role itself is not sales focused.
- Ability to work towards KPIs and quality targets.

All applications should be sent to resourcing@momentagroup.com