

## Resource Consultant Job Description

### The Opportunity:

Momenta are currently looking for an organised, reliable and hard-working relationship builder. You will be remotely working alongside our team in Australia 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

### Rate:

£37,500 plus bonus opportunities

### Reports to:

Resourcing Team Leader

### Hours:

Full time – 12am (midnight) - 8.30am

### 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 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:**

- 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