

## RECRUITMENT CONSULTANT

As longstanding and experienced professionals in HR, we're in the position to say that the best way for anyone to go the distance in any career is to work with the best. When it comes to a career in the staffing and HR consultancy industry, you can soar with GMP.

We are seeking dynamic individuals to join us as Recruitment Consultants. This career opportunity will allow you to manage the entire recruitment process from junior to mid-level management positions.

### Job Responsibilities:

- Manage the entire recruitment process from junior to mid-level management positions for various industries
- Assist each client in job scoping by understanding their corporate culture, objectives and business structures
- Perform candidate screening and matching to clients' job requirements
- Conduct interviews and recommend potential candidate profiles to prospective clients
- Placement of job advertisements
- Provide prompt and professional service to existing and new clients, and generate sales revenue and business development activities
- Ensure adherence to all administrative procedures and that all reporting systems are kept up to date

### Requirements:

- Diploma / Degree in any discipline with a minimum of 1 year's experience in recruitment or sales
- Able to work independently with a high level of motivation and a positive mindset
- Very sales oriented personality and is a great self-motivator
- Good experience in retaining existing clients and growing new clients
- Well-versed in MS office, database and CRM system
- Good business decision making and knowledge, as well as good influencing skills
- Excellent planning and organising skills
- Responsible and willingness to take ownership of your work
- Possess excellent communication and interpersonal skills

Remuneration will commensurate with qualifications and working experience. Please state your current and expected salary.

If you have what it takes and the desire to work in a fast-paced and reward-driven environment, forward your resume in confidence to [hr@gmprecruit.com](mailto:hr@gmprecruit.com).

At GMP, we provide you with practical on-the-job training, a fun working environment, performance-driven remuneration scheme and a platform for career growth and development.