



BWD

BWD ACADEMY

ASSISTANT RECRUITMENT CONSULTANT

FORGET WHAT YOU THINK ABOUT RECRUITMENT

A top-class work-life balance, the most friendly and supportive teammates you could wish for, and a career that puts doing the right thing first. Sounds ideal right... but not always the things that come to mind when talking about recruitment?

Well this is exactly what working at BWD is all about - it's these principles that run through everything we do. It's why for example, we all work to a full-pay, three-day weekend and still knock the competition out of the park! It's why we average seven years of service (and counting). And it's why our clients trust us to do great work every time.

So to continue to make it work, we need the best. We need bright, talented people with the attitude to succeed - and the ethics to want to do it the right way...

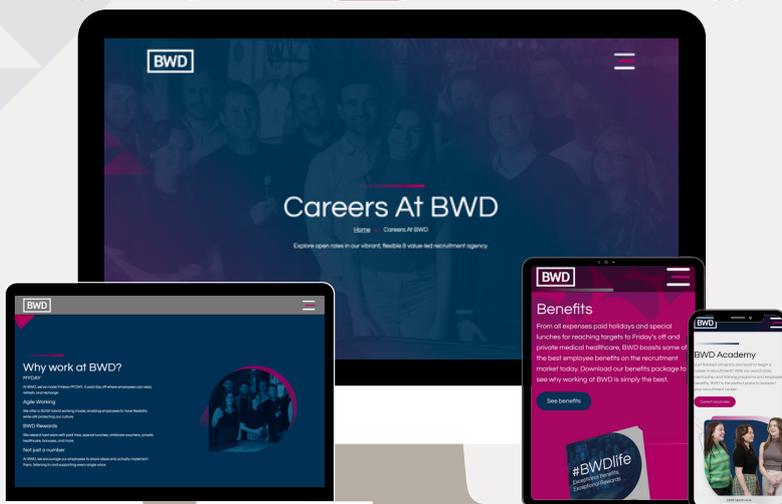
WHY BWD?

IT'S ALL ABOUT YOU...

WE CARE ABOUT YOU NOT JUST AS AN EMPLOYEE, BUT AS A PERSON.

- Recruitment will never be a 9-5 job, and although we are always available for our clients and candidates, BWD has made Fridays #MYDAY. We passionately believe in having a real work-life balance that allows you to spend more time with your family, indulge in your hobbies, or just take a bit of R&R at the end of the week!
- Health & Wellbeing package, including Private Medical and discounted gym membership.
- Extended lunch if you wish to go to the gym or do activities to improve your health and wellbeing.
- Flexible working - we love that we have an office full of encouraging, passionate consultants. But presenteeism is a bit old-fashioned... we trust you to do a great job at home or in the office.
- Being part of a fun and friendly social scene with some of the finest and most decent recruiters in the market. We organise social events throughout the year and our annual sports day is always a blast!

DON'T FORGET TO CHECK OUT OUR CAREERS PAGE, BENEFITS PACK & OUR SOCIAL MEDIA CHANNELS



WE MAKE IT OUR MISSION TO SUPPORT YOUR CAREER GOALS.

- Mentoring program tailored to fit your needs and level. We want to help you settle in and feel part of the team right away!
- Clear promotional path based on your goals. You'll always know what you need to do to step up and we'll support and trust you every step of the way.
- Being well rewarded for your efforts with a market-leading salary, up to 50% commission, and unforgettable trips abroad to reward you for your great work.
- You'll have the tools you need to not just excel in your role but learn new skills to develop your career. For example, you'll have a LinkedIn licence with access to recruiter and learning - with interesting and helpful courses from industry leaders.
- Ongoing training for every step of your career with our 'leadership academy'. We want to help you build and shape your career with us and achieve the goals you set.

THE DAY TO DAY...

Your first year at BWD is all about developing your skills, learning all about your market, expanding your knowledge, and of course, building a great network of candidates and clients.

KEY RESPONSIBILITIES:

- Support Senior Consultants, Client Directors and Directors as required in the recruitment processes
- Identify candidates which match our client's needs.
- Create professional and attractive job seekers specifications and issue these via e-mail to relevant clients
- Identify the most suitable candidates for roles using a blend of attraction techniques
- Contact candidates, which will involve headhunting, to establish interest in live opportunities
- Write creative and attractive job adverts for vacancies
- Take the details of job roles and create accurate and professional job descriptions
- Review candidate CV's against job descriptions or adverts and make adjustments to best showcase their skills, knowledge, and experience to clients
- Update candidate records and track activity through the effective use of internal systems
- Meet income targets and other agreed KPI's
- Map out competitor organisations for live vacancies and identify potential talent that may be suitable to discuss roles with
- Source and match appropriate CVs to specific vacancies and communicate with other areas of the business where you spot CVs that are a 'good fit' for other roles
- Speculatively introduce candidates by proactively marketing them to relevant businesses where there is a good fit both for potential roles
- Proactively identify and act on new business opportunities through working with clients and candidates as well as keeping abreast of business and sector news
- Identify opportunities to help grow your sector knowledge and your own role.