Job Title: Trainee Recruitment Consultant

Location: Birmingham

Salary: £18,000 - £22,000 per annum (OTE £35,000+)

Contract Type: Full-time, permanent

We are a leading recruitment consultancy, specialising in the IT sector, and we are seeking a Trainee Recruitment Consultant to join our team in Birmingham. As a Trainee Recruitment Consultant, you will be responsible for supporting the end-to-end recruitment process, including sourcing candidates and managing relationships with clients.

Key Responsibilities:

* Learn and develop your knowledge of the recruitment process, including candidate sourcing, screening and interviewing
* Support Recruitment Consultants with the end-to-end recruitment process, including scheduling interviews and preparing candidate profiles
* Develop and maintain relationships with candidates and clients, providing a high level of customer service
* Identify and attract potential candidates through a range of techniques, including job boards, social media, and networking events
* Attend client meetings to understand recruitment requirements and provide support to the Recruitment Consultants
* Continuously review and improve the recruitment process to ensure it is efficient and effective

Requirements:

* A strong desire to pursue a career in recruitment, ideally within the IT sector
* Excellent communication and interpersonal skills, with the ability to build and maintain relationships with candidates and clients at all levels
* A proactive and results-driven approach, with the ability to work in a fast-paced environment
* Strong organisational and administrative skills, with the ability to manage multiple tasks simultaneously
* A keen eye for detail and the ability to spot potential candidates
* A degree in a relevant subject area is desirable

We offer excellent training and development opportunities, including a structured onboarding programme and ongoing support from experienced Recruitment Consultants. If you are a motivated and proactive individual looking for a career in recruitment, we would love to hear from you. Please submit your CV and a cover letter detailing your relevant experience and qualifications.

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