

**** NEW JOB**** A recruitment company based in Green Park is seeking a Junior Consultant. Paying £25,000. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Junior Consultant

Location: Green Park

Salary: £25,000

The role

- Screening candidates over the phone and scheduling interviews with consultants
- Developing relationships with candidates
- Meeting and greeting candidates
- Headhunting via LinkedIn and other platforms
- Document management including formatting CVs
- Managing the candidate pool
- Assisting with shortlisting candidates for live positions
- Building relationships with universities, colleges and various job boards

About you

- You need to be super organised
- Have great attention to detail
- You need to be proactive, driven and a fast worker
- 1 year office experience required
- Team player