

**** NEW JOB**** A property recruitment firm is seeking a Client Services Consultant. Based near Oxford Circus and paying £22,000. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Client Services Consultant

Location: Oxford Circus

Salary: £22,000

Key Duties:

- Answering calls and meeting and greeting candidates
- Managing and maintaining the Lloyd May database
- Assisting in candidate management and resourcing
- Posting of roles on the company website and other relevant portals
- Running the different social media accounts associated with the company
- Attending Client Meetings
- Profiling candidates

Key Skills:

- Personable telephone manner
- Ability to make candidates feel comfortable and at ease
- Highly confident and organised
- An understanding of social media
- Keen attention to detail