

TRAINEE CONSULTANT - MORTIMER SPINKS SURREY OFFICE

Mortimer Spinks is a recruitment division of a publicly listed global company and is a trusted advisor to many of the UK's leading organisations. Our talented professionals pursue the highest levels of integrity and quality in providing a unique portfolio of services IT, Financial, Secretarial and Office support providing all clients a tailored and comprehensive recruitment solution.

With existing offices in London, Birmingham and Leeds, this is an exciting opportunity to join our newest office based in Weybridge, Surrey - with the emphasis on working with "Cool brands", "Super brands" and the SME within our client portfolio.

Overview of role

You will cover the whole of the South East and East of England, working in partnership with the other 3 offices, to cover the whole of the UK. You will be primarily be responsible for Resourcing candidates against specific client briefs across the IT spectrum from Software developers & Support Analysts to Project Managers. This is done in a telephone based environment understanding and identifying the relevant skills sets, qualifying a candidate's level of experience and promoting our clients opportunities.

Key responsibilities include:-

- Locating candidates by matching individuals against a pre-qualified specification
- Conducting searches on the database, post job adverts and build the candidate database
- Updating candidate records, qualify and commit candidates to defined roles and obtain and secure references and business leads from candidates
- Developing a solid understanding of technical terminology and environments.
- Developing new client relationships for Mortimer Spinks

Level of experience

- A graduate living in the Surrey area or willing to relocate, ideally with some commercial experience but not essential, looking for a career that involves customer contact and reward for exceeding targets

Please contact [Laura Robinson](mailto:laura.robinson@mortimerspinks.com) at Mortimer Spinks for more details on: 0207 170 6414 or laura.robinson@mortimerspinks.com



technology talent