

Junior Account Manager (Recruitment) - Gatwick

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Company: Logic 360 Group

Location: United Kingdom

Category: other-general

Job Title: Junior Account
Manager (Recruitment)
Location: Gatwick

Main Purpose of the Role:

To support the Senior Account Manager and prioritise the successful delivery of the contract.

Responsible to: Operational Director

Direct Subordinates: Working Closely with the dedicated Resource Team

Works in Conjunction with Directors and Managers

Deputy: Regional Manager/Director

Logic 360 Group have a strong presence in the UK, Ireland, and South Africa. We are expanding and have an exciting opportunity for a Trainee Account Manager based in our Gatwick Airport Office. We are interested in speaking to anyone who has a keen interest in recruitment, working with people and successfully placing contractors in to work.

Established in 2014, Logic 360 have evolved into many market sectors and are keen to develop all market sectors with the support of Directors, Operational Team alongside our strong back office of sourcing consultants and experienced compliance team. There is a significant opportunity within the business for the successful applicant to progress into a more senior role with full training and development being offered, both internally and externally.

Opportunities are here for the taking for the right people.

Duties and Expectations:

All duties from operational support to delivery management

Relationship building with new & existing clients especially your account

Regularly meet with clients and be the “face for THE COMPANY”, with assistance

Identifying new companies to add to the Market Platform

Confidence in selling Logic 360’s range of services and our past successes to ensure the maximum is gained from each of your accounts (perm, contract, exec search, process improvement consultancy etc)

Consistently identifying new potential clients or new contacts in your existing accounts and add to the CRM

Keep abreast of developments/trends in your market or account(s) by reading trade press, company newsletters and discuss these with decision makers to build trust and belief in your ability

Ensure extensive knowledge of your account – i.e., History, style of recruitment, hiring managers and their roles, etc. Ensure company information pack is put together for your account(s) to send to applicants

Ability to be proactive and to manage clients where there are challenges filling vacancies

Share your candidates to appropriate colleagues with similar opportunities

Strong presentation skills allowing you to manage and control client meetings

Frequently liaise with the client to improve recruitment processes

Ability to deliver internal account management and resource training to colleagues

Ability to negotiate terms & conditions, pre-empt and handle any queries.

Ability to provide supportive and addition benefit information (such as salary surveys) as and when required by the client

Consistently show yourself as a team player

Resourcing/Applicant Management:

Establish Resource Plans for each position

Search and select appropriate candidates

Screen / vet candidates (obtain references etc)

Interview all candidates prior to training / ensure all paperwork is complete and meets the standard set by the compliance team

Processing new starter administration: Logic 360 Application forms & Contract

Daily briefs and de-briefs

Client Management:

Working closely with key airport personnel to understand their requirements and recruitment needs (taking in-depth job briefings and building robust, consistent job specifications with agreed competencies and indicators)

Monitor and adhere to the Service level agreement (SLA) and Contractual obligations, including performance targets.

To build and maintain direct recruitment methods to meet the recruitment needs of our clients and to look for innovation in extending these routes to market

To build and maintain excellent working relationships with key sponsors, the client's managers, and internal departments, working as a seamless part of the client operation

Always promote and represent Logic 360 Ltd in a professional way

Coordinating all aspects of the selection process

Arrange open days for bulk-bookings

Meet with and/or check-in operatives on site

Deal with issues that arise on site regarding our operatives

Assist client with ad hoc duties

Knowledge and Skills required:

Must have a full UK Driving License

Previous Recruitment/Account Management experience advantageous but not essential

Proven previous experience in an Administration role

Proven experience in Customer Services.

Posses' excellent administrative skills, organising, planning, filing etc.

Excellent Communication Skills.

Time Management Skills

Comfortable working under pressure and toward targets to ensure delivery.

Customer Relationship Management.

Confident in working both independently and as part of a team

Competent in working in a pressured environment and manage duties and responsibilities with a calm manor

Excellent attention to detail

Systematic and process orientated

Competent using Microsoft packages

Salary:

£23-£25k annual Salary

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Cross References and Citations:

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