## Executive Search Consultant Job Description

**Job Type:** Full-time, Permanent

**Working Hours:** Monday – Friday 9.00 am – 5.30 pm.

**Salary:** £25,000 - £32,000 - per annum (negotiable for the right person)

**Start Date:** ASAP

**Required language:** English

**PLEASE NOTE:** Own transport is required due to the beautiful rural location of our office.

We are an international executive search firm and full-service events agency looking for ambitious and driven professionals.

**Benefits:**

* Commission
* Competitive salary
* Career development
* Team social events
* Generous annual leave of 34 days including bank holidays
* Free onsite parking

**Who we are:**

We are an international executive search firm and international events agency looking for ambitious and driven professionals to create and manage the marketing activities for both sides of the business, events and executive search.

Pepler Lee Group is an international executive search and resourcing solutions company with an extensive network of senior individuals. We also; map markets, provide client introductions and review senior talent for organisations undergoing transformational change. We believe in getting the right people, at the right time in the right place and love working with people!

To ensure success as an Executive Search Consultant, you should exhibit relationship-building, interpersonal and client-management skills. You will also possess the ability to multitask and have high levels of attention to detail and flexibility.

## Job Responsibilities:

* Support internal recruitment function with daily tasks and admin
* Making and taking calls with candidates, suppliers and clients
* Undertake screening to include competency.
* Data entry and updating of spreadsheets and proposals.
* Work directly with clients
* Build Company candidate databases.
* Updating roles to the company website
* Format CVs for the client
* Generally deal with candidates and client requirements face to face and via telephone and email
* Observing best business practices and etiquette.

## Personal Assistant Requirements:

* Strong communication skills which are clear and eloquent.
* Extensive experience in creating documents and spreadsheets, using office software such as MS Word, Excel, and PowerPoint.
* Advanced typing, note-taking, recordkeeping, and organisational skills.
* Ability to manage internal and external stakeholders.
* Proficiency in appointment scheduling software such as MS Outlook.
* Excellent written and verbal communication skills.
* Exceptional interpersonal skills.