

## STAFFING CONSULTANT / SPECIALIST

### Responsibilities:

- Manage the entire recruitment process from junior to mid-level management positions
- Assist each client in job scoping by understanding their corporate culture, objectives and business structures.
- Perform candidate screening and matching to clients' job requirements
- Conduct interviews and recommend potential candidate profiles to prospective clients.
- Place job advertisements
- Provide prompt and professional services to existing and new clients and be responsible for generating sales revenue and business development activities.
- Ensure adherence to all administrative procedures and that all reporting systems are kept up to date

### Requirements:

- Tertiary education with passion to fulfill more than a job
- Able to work independently with a high level of motivation and a positive mindset
- Possess a sales-oriented personality and is a great self-motivator
- Good experience in retaining existing clients and growing new clients
- Good business decision-making and knowledge
- Good influencing skills
- Excellent planning and organising skills
- Responsible and takes ownership of work
- Possess excellent communication and interpersonal skills

We offer competitive salary with workplace at central working location.

Remuneration will commensurate with qualifications and working experience. Please forward your resume to [hr@gmprecruit.com](mailto:hr@gmprecruit.com) and state your current and expected salary.

We regret that only short-listed candidates will be notified.