



## Huxley Associates - Recruitment Consultant

### Have you graduated? thinking of starting career in Recruitment ?

Here is an excellent opportunity to start your career as Consultant - Internship role with Huxley Associates - Hong Kong and role will be converted to full time permanent role (performance based assessment) after 3 months.

Under the **SThree** house of brands, Huxley Associates is an international recruitment consultancy delivering expert permanent and contract Banking & Finance recruitment services across Hong Kong. Established in 1995, we are experts in our field.

SThree is known in the industry to provide excellent Training which will build strong foundation in your Recruitment Career.

#### Why **Huxley**?

Every new starter benefits from our induction and industry-envied training programme. By kick-starting your recruitment career with us, you can be assured that all your learning and development needs will be met to the highest standard. Ultimately, we take pride in our organic growth – in fact 90% of our directors started out as Trainee Recruitment Consultants at Huxley! If you are an able and committed individual, you will soon find yourself in managerial roles.

This role will begin as intern with Huxley which gives you an opportunity to have understanding of Recruitment as industry, upon completion of 3 months you will be offered full time position depending of your performance & ofcourse your interest in the role.

### Responsibilities

#### **Business Development**

- Understanding the Recruitment industry and area of specialisation
- Supporting team members on the resourcing of specific roles for clients using various sourcing strategies
- Prospecting clients to build and maintain business relationships, building rapport and trust
- Maintaining relationship with existing clients
- Identifying and pitching to new clients in your area of specialisation.

#### **Recruitment**

- Writing persuasive adverts on behalf of your clients, to attract Candidates of a decent calibre
- Screening Candidates over telephone or meeting them face to face to ascertain their suitability to the roles

- Matching Clients & Candidates requirement
- Managing both the Candidates' and Clients' expectations throughout the interview and negotiation process

### **Skills Required**

- A Bachelors' Degree in any discipline
- Ambitious and resilient individuals with a great sense of personal drive
- Strong interpersonal and communication skills.
- Fluent communication skills, knowledge of Mandarin will be added advantage.
- Desire to work in a highly competitive, goal-oriented and fast-paced sales environment
- Exceptional relationship-building and networking skills

You can submit your application to Aditi Singh at [a.singh@sthree.com](mailto:a.singh@sthree.com) or connect with Aditi Singh on LinkedIn to know more details. Once I have your application, if successful I will be in touch with you within 5 working days. If you don't hear back after this time, give me a nudge on LinkedIn.

**Application Deadline:** 31 July 2017