

## **Principle Consultant – IT Architecture**

### **Position Overview:**

We are currently looking for a number of experienced Recruiters to join our successful IT Architecture team.

Candidates should have solid experience of recruiting within an IT Architecture environment or alternatively you will have a solid background in the IT sector with the ability to utilise your existing experience and develop IT Architecture clients within your sector specialism.

This recruitment role is a combination of both new business sales development and account management and is ideal opportunity for a successful recruiter.

### **Main duties:**

- Obtain comprehensive understanding of all vacancies and the originating Client
- Candidate attraction and management (utilising our internal database, job boards, networking tools etc.)
- Interviewing (both telephone and face to face) and short listing of candidates
- Ongoing Contractor management
- Attend meetings to improve and develop Client relationships
- Accurately and consistently identify candidates whose skills set, remuneration requirements and availability meet the criteria required
- Help mentor Junior Consultants, giving guidance and advice where required
- Work in accordance with targets and timescales set by Divisional Manager
- Additional reasonable tasks that may be required by the company at any time

### **Experience required:**

- Complete recruitment lifecycle experience (vacancy through to placement)
- Excellent oral and written communication skills
- Good reasoning ability
- Ability to demonstrate logical thinking
- Ability to communicate with Clients and Candidates in a confident and professional manner
- Ability to work on own initiative and as part of a team
- Excellent level of IT literacy including Microsoft Office and the ability to pick up new systems (e.g. our in-house recruitment system)

### **Applicants must be:**

- Hard working
- Conscientious
- Money hungry
- Highly self-motivated
- Determined to succeed

If you are interested in this vacancy, contact us on 020 8973 3300 or email us your CV to [enquiries@cooperburns.co.uk](mailto:enquiries@cooperburns.co.uk)