



TRAINEE RECRUITMENT CONSULTANT

REF. No. 1056

About us

Established in 2005, the company has grown rapidly year-on-year to be a market leading Pharmaceutical and medical device recruitment company with operations across the European Union, Asia-Pacific and North America. Recruiting Medical, Regulatory, Clinical, Drug Safety and Commercial professionals into pharmaceutical and medical device companies, the company are preferred suppliers to major blue-chip firms such as GSK, Pfizer, Johnson & Johnson and many more. Currently employing around 85 Consultants across offices in London, Singapore, Switzerland and USA, the company is enjoying an excellent period of growth and we are hiring for a Graduate consultant to join our team in London.

Number of employees

120

Tasks

As a Graduate Recruitment Consultant, you will be tasked with building relationships with life science and pharmaceutical candidates to give you a better understanding of individual recruitment needs, with the aim of placing candidates into perm and/or contract roles across Europe. We are looking for hard working individuals that are eager to learn new skills and enjoy talking to people. Scientific knowledge is a key part of our ability to recruit and experience in this area would be desirable but not essential.

Key responsibilities:

You will be fully trained in all aspects of recruitment by our Learning and Development manager. During the placement year, you will be working with a Senior / Principal Consultant and tasked with finding suitable candidates for open job vacancies across Europe. The details are as follow;

- To find suitable candidates your activities will include advertising jobs, searching for CVs in various places, head-hunting, networking, taking referrals, adding CVs to the database, searching the database;
- Your will be responsible for introducing yourself to and briefing candidates

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about job opportunities, and talking about financial packages, timing and travel etc.

- You will be networking on social media platforms, emailing and calling candidates from all over the world to try to find suitably skilled professionals for your open vacancies.
- Working against many competing firms and their candidates, you will have some successes and some disappointments. You will be rewarded with bonuses for every placement that you make during your placement year and if successful then you may also be introduced to client management and business development.
- Ability to speak German and English is required as the role will be focused on the DACH region.

Skills needed

Successful applicants must be German speaking and can demonstrate a good work ethic (hard working attitude), a desire to succeed, good spoken and interpersonal skills, good written good organisation skills and an aptitude to learn.

Skills to be acquired

- negotiating contracts
- sales and business development skills
- building relationships with clients
- interviewing skills;
- employment law;
- running a payroll;
- business planning;
- headhunting;
- designing an assessment centre.
- Commercial awareness.
- Excellent presentation skills
- Soft skills: Confidence, Energy
- Verbal communication skills
- Organisational skills
- Teamworking skills

Duration of the internship

12 Months with an opportunity to become a permanent staff member

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Office languages

e.g. English, French, German, Danish, Spanish, Italian, Romanian, Polish, Swedish, Norwegian, Faroese, Dutch, Flemish, Finnish, Chinese

Location

London

Financial support

Competitive Basic Salary and bonus scheme (£15.00 plus £1.500 Bonus)

Office hours

Monday-Friday 9am-6pm, 1 hour lunch break