

# Actuarial Trainee Search Consultant Internship – 1 Opportunity

<b>Based:</b>	London	<b>Salary:</b>	£17,500 per annum pro rata depending on length of internship
<b>Start date:</b>	April 2010	<b>Duration:</b>	50 weeks

## The Company:

We are a niche recruitment agency, which specialises in the financial services sector. We are renowned for delivering high quality recruitment services, providing recruitment solutions while enjoying our work in the process. Due to success and expansion, we are looking to recruit a trainee search consultant.

Retained by our clients, our focus is to proactively recruit people who will have a direct impact on sales and profitability. We find people for jobs as well as jobs for people. Our operating ethos is that sometimes the best people are too focused & too motivated to actively seek a job move. As a result they don't actively look or apply for roles. However a significant proportion of these people will consider a job move if approached by a professional search firm. To do this we have evolved hybrid systems & processes that enable us to deliver great candidates fast.

Recruiting is a people focused business so on a day-to-day basis you will be forging productive and enduring relationships. To help and influence people to make important career or hiring decisions you will have to develop an accurate assessment and understanding of both candidates and clients alike. More strategically you will be analysing words and data as well as assisting in delivering multiple recruitment assignments.

## Responsibilities

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Initially supporting an experienced consultant you will perform the role of a researcher. Developing the skills to discover, question, understand and attract candidates whilst building knowledge of our industries and those who work in them. Once a new skill is mastered you will be given a greater level of autonomy, which will quickly result in contributing to assignments from beginning to end with a good level of client contact.

## Requirements

We are looking for articulate, confident intern with a good degree who can demonstrate from work and/or University that they have high achievement drive, a good understanding of people, a positive attitude as well as advanced analysis and problem solving skills. In addition, the following skills and achievements are required:

- A passion for Recruitment and a demonstrated interest in a career in this area, shown through academic studies and/or previous work experience.
- Be studying for or have attained a Masters degree in either a numerate degree or Marketing, Business Management, Business Administration or Economics.
- Fluent reading, written and spoken English
- Good interpersonal skills - including ability to seek advice and guidance where necessary and to work independently and as part of a team.
- Demonstrated ability to take ownership of tasks and project ensuring delivery and overcoming challenges and setbacks.
- Excellent telephone manner
- Knowledge of Microsoft Word, Excel, and PowerPoint.
- Ability to discern essential information from that which is non-essential