

## **Associate – Trace South East**

Trace South East is a new business launching in February '23.

With Jess Fryer as the newly appointed Director, and a thriving London business to support its growth this is an exciting entry level recruitment role. Based in Reading Green Park, this is the first hire to support Jess on her journey.

Trace South East is an Accountancy & Finance recruitment consultancy focused on the Berkshire, Surrey, Hampshire markets, with a general commerce & industry network, across both SME and corporate relationships. Trace Recruit Ltd is an established London Consultancy, specialising in mid to senior level A&F across Industry, Financial Services and NFP.

Whilst at Associate level, you will be focused on candidate acquisition, with a plan to develop into a Consultant where you will be both client and candidate facing, generating new business, with revenue targets.

- Initially you will be trained in the London office, spending time with the wider team. We have a hybrid approach and after 3 months you will be 3 / 2 days in Reading Green Park
- Supporting Jess on candidate acquisition, enabling her to develop the brand in the South East
- After 3-6 months hit your targets and be promoted to Consultant and in a 360 degree role

### **Key Responsibilities:**

- Support and resource for the Consultants to generate a higher volume and better-quality live and passive candidate network
- Interviewing and assessing candidates face to face or over video call
- Compiling of shortlists for permanent and interim briefs
- Participate in client meetings
- Ongoing administration, such as CRM management, advertising roles and shortlist preparation
- Build a professional network in the region
- Lots of daily ad hoc challenges, in a very fast paced evolving environment!

### **Qualifications and competencies:**

- Degree educated with good academics
- An entrepreneurial spirit, with a daily energy to make things happen and be unique
- A desire to provide an honest, career centric customer service
- A fun and inquisitive approach to work
- Presentable and confident to engage with people from a wide variety of backgrounds and professional grade
- Good IT skills; outlook, Microsoft office

Whatever your role in the business we expect all team members to exhibit the following values and behaviours:

**Collaborative**, we work as one, we build durable relationships, and we remove barriers to working together. **Expert**, we are specialists, we train specialists, and we invest in the best talent. **Pioneering**, we innovate, we challenge assumptions, and we go beyond. **Ambitious**, we strive to make a difference, we want growth for our staff and our business, and we want to be known as the best at what we do. **Principled**, we respect our colleagues, we compete fairly, and we serve with integrity.