

Jason King

Trainee recruitment consultant

AREAS OF EXPERTISE

Customer service

Cold calling

Interview skills

Employment Law

Paediatric First Aid

Negotiating

PROFESSIONAL

First Aid

PERSONAL SKILLS

Goal orientated

Communication skills

Financially motivated

Tactful & articulate

Problem solving

Excellent organisational skills

Driving license

French language

PERSONAL DETAILS

Jason King
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Bristol
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PERSONAL SUMMARY

A recent Human Resources graduate who is keen to find a position as a trainee recruitment consultant. Currently employed part time in an administrative role with a specialist recruitment agency. Through this position now having a good understanding of what is required in the business.

Have also gained considerable knowledge and understanding of how to build relationships with clients, attract suitable jobseekers and also match candidates with the needs of recruiters.

ACADEMIC QUALIFICATIONS

B.A. (Hons) Human Resources 2:1
Bristol University

A levels: Geography (C) Maths (A) English (B) Physics (C)
Bristol Central College

WORK EXPERIENCE

Global Circle Recruitment - Bristol

ADMINISTRATIVE ASSISTANT July 2010 - Present

Working in a busy specialist recruitment consultancy, alongside experienced consultants. Providing full administrative back up to the entire team, and at the same time gaining a comprehensive insight into the expectations of clients and candidates and also what it takes to make successful placements.

Duties:

- General administrative duties such as filing, photocopying.
- Helping to build relationships with clients and Human Resource departments.
- Assisting in the drafting and writing of job adverts.
- Screening candidates by doing background checks on them.
- Recording and monitoring office expenses and raising invoices.
- Calling candidates and inviting them for interviews.
- Informing client companies about potential suitable candidates.
- Attending networking events to attract more business for the company.

VOLUNTARY EXPERIENCE

Helping the elderly Charity - Bristol

CHARITY SHOP WORKER Summer 2009

A weekend job as a unpaid volunteer for a local charity, was essentially involved in helping out in the local charity shop.

Duties:

- Ensured stock was displayed properly.
- Took money and cashed up at the end of the day.
- Was in charge of Health and Safety compliance in the store.

REFERENCES – Available on request.

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