

## Vacancies

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(CW468)

### **Team Leader - Catering & Hospitality - West London - £50,000 + commission**

My client are an international recruitment agency, setting the standard in top quality staffing for private households and estates, corporate environments, family childcare needs, catering and hospitality and ski and yacht. They have offices in London, Manchester, Edinburgh and Dubai.

They are looking to hire an ambitious, hardworking and driven Billing Manager to work on a developing and busy desk within the Catering & Hospitality team. This is an exciting opportunity to join a successful and friendly team in a rewarding and interesting business. The team has grown in size over the last few years and just gets busier and busier. Experience in a fast paced recruitment consultancy is desirable, and previous work experience in, and/or knowledge of Catering & Hospitality is highly beneficial. The right candidate should also possess excellent organisational and interpersonal skills and be able to react quickly and manage a high volume of jobs.

This is a very interesting niche market and offers a very varied role where no two days are the same.

You would be running a busy desk that billed 150k in the last 12 months and managing one consultant and growing the team further.

Reporting into the Managing Directors, duties will include:

- Management of the team:
  - Conducting monthly, quarterly and half year reviews.
  - Sitting with the Consultants on a weekly basis to go through jobs.
  - Managing holidays, sickness and absence
  - Attending weekly management meetings.
  - Writing monthly reports for the MD, as well as attending monthly reviews.
  
- Training:

- Training new starters on the system, in conjunction with the company wide training scheme.
- Assisting the team whenever they need further development and training
- **BD:**
  - Managing the team's BD.
  - Managing a weekly BD e-shot for the team.
  - Attending client meetings with the team when required.
- **Marketing/Social Media:**
  - Liaising with the Marketing team over what is required.
- **Running the desk:Vacancy management**
  - Run the Corporate Permanent desk and to meet, and exceed, if possible the annual budget set
  - Maintaining contact with old and developing new client relationships
  - Regular BD and following up on leads given
  - Candidate management
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**Qualities/attributes required:**

- Highly organised
- Proactivity and ability to spot tasks which need to be done
- Ability to work at a fast pace, and to work to deadlines
- Able to implement good procedures and work with precision and good attention to detail
- Motivation
- Team player
- An interest in food and knowledge of the industry would be beneficial but not essential, as this can be learnt

For further information, call Cheryl on 020 3889 1671 or email Cheryl@gsr2r.com