

## *Vacancies*

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(LC610)

### **Recruitment Consultant - Secretarial Perm - City - £30000- 36000 + commission**

Great opportunity to work for a boutique Office Support recruitment agency in Central London.

Established 30 years and based in the City, with a regional office in the north of England too, they supply permanent and temporary Administrative, Secretarial, PA and EA staff into a diverse client base across London and the surrounding areas.

You will be taking over a hot desk and recruiting permanent support staff into an established client base. You will have responsibility for account managing a portfolio of exciting companies, building strong client relationships, developing new business through client meetings, sourcing candidates through job boards, co-ordinating interviews and dealing with the full end to end recruitment process.

The successful candidate will be an experienced Recruitment Consultant with a confident personality, strong interpersonal skills and the ability to multi-task. You will be dealing with volume roles and be able to provide the best service to your clients and candidates.

In return you will receive an attractive basic salary and competitive commission structure with additional bonuses. You will be joining a fun and friendly team who have worked in the business for a number of years and who will provide full support. Further team incentives include breakfast club, company socials and events.

For further information, please contact Louise on 020 3889 1673 or email [louise@gsr2r.com](mailto:louise@gsr2r.com)