

Job Description

Job Title: Extended Hours Consultant	Location: Stafford
Reports To: Team Manager	Hourly Rate: £8 per hour
Job Purpose: To provide a professional and efficient service to clients and candidates whilst achieving as high a fill rate for jobs as possible.	
Key Responsibilities <ul style="list-style-type: none"> • To represent Medacs at a national level and maintain our reputation • To work in a thorough and efficient manner to ensure all shifts are covered • To maintain excellent communication between clients and candidates • To ensure the database is kept up to date • To communicate with branches effectively • To screen potential applicants • To take messages and relay to branches where necessary • To provide a log at branch handover of important information 	
Key Contacts: <ul style="list-style-type: none"> • Team Leader • Branch Manager • Senior Consultants • Consultants • Senior Management Team • Applicants • Clients • Support Services 	Experience/qualifications/knowledge: <ul style="list-style-type: none"> • Administration skills • Customer Service skills • Strong organisational skills • PC literate (Microsoft office and Outlook)