

Job title: Sales Support

Reports to: Divisional Manager

Department: Nursing

Location: In office

Department overview: Our Nursing Recruitment team provides exceptional support to both NHS and the Private Sector. The team strive to be the best at meeting the recruitment needs of our both our Nursing staff and clients. Although challenging at times the reward of knowing the difference the department makes to so many people motivates and provides job satisfaction.

Job overview: Responsible for contributing to the success of the overall team process. The role is fast paced and requires high levels of attention to detail, concentration and productivity to enable a timely process for the recruitment consultant. Meeting deadlines and being able to take instruction is vital for the role.

Duties and Responsibilities:

- The successful candidate will be responsible for helping to build the department.
- Helping with all admin duties the department requires.
- Developing a good understanding of the industry.
- Advertising vacancies by drafting and placing adverts in a range of media.
- Using candidate databases to match the right person to the client's vacancy.
- Receiving and reviewing applications.
- Working with compliance to request references and checking the suitability of applicants before submitting their details to the client.
- Briefing the candidate about the responsibilities, salary and benefits of the job in question.
- Develop a strong understanding of our IT systems.
- Following up candidates that have part completed the registration process to maintain interest.

- Preparing CVs and correspondence to forward to clients regarding of suitable applicants.

- Match candidates to client shifts that are coming through.

Performance goals:

- To work as part of a team and understand the departments requirements.
- To improve personal efficiencies to enable growth of the nursing team that may require minimal additional resources.
- Be able to confidently provide support and additional resource to cover team members leave.

Employee responsibilities:

At Day Webster all employees are required to follow expectations that are clearly set out in the companies' policies and procedures and company handbook. It is the employee's responsibility to ensure these expectations are always met.

Day Webster's managers are trained to provide support to employees and to support them throughout their employment life cycle with Day Webster.

The employee's responsibilities are designed to drive success and professionalism within the business. Employees must strive to contribute to the company's core values and support company decisions.

The employee is accountable for all actions carried out by the employee.

Skills & experience required:

- Excellent time management and organisational skills.
- Excellent customer service.
- Excellent, clear and concise written communication skills.
- Have drive, enthusiasm and commitment to provide an excellent service to candidates.
- Ability to work both individually and within a team and support both individual and team development.
- Ability to work on own and initiative and without supervision.
- IT skills including Microsoft Office.
- Ability to multi-task and use own initiative when required.

- Accuracy and attention to detail.
- Able to work to deadlines.

Desirable:

- Previous experience within a nursing compliance role.

Company overview:

Day Webster is a three-time Fast Track 100 recruitment agency, specialising in the placement of permanent, contract and temporary positions across all levels of seniority within the NHS and private clients. Day Webster prides itself on its high level of service, ensuring we place people first in all aspects of our recruitment process.

At the core of Day Webster is its values,

- Teamwork- working together to provide our clients and candidates with the best service within the market.
- Professional- we pride ourselves on being professional not only with our candidates and clients but with each other. We show respect, consideration and honesty to all who work with or for Day Webster, being a brand people know they can trust and rely on.
- Innovation- constantly reviewing and updating our processes to streamline the work we do offering our stakeholders a bespoke and unique experience within the market.
- Passion- people who take pride within their job and constantly strive to ensure that Day Webster is the best within the market and what we do.

The success we have achieved since our formation in 2009 is a result of our innovative and collaborative approach to recruitment, built on the foundation of placing the needs of our clients, candidates and employees at the forefront of all that we do.