



amberjack



Client Solutions Executive

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Newbury

Competitive salary and benefits package

Permanent/Apprenticeship/Industrial Placement - Full time

About us

At Amberjack we've long been setting the standards in future talent and intake-based volume recruitment. Our advanced systems and intelligent solutions are designed to deliver the ultimate recruitment experience. From intelligent attraction to recruitment process outsourcing and bespoke assessment and selection tools, we work as an extension to our client's teams. We are the quality behind the quantity. We do what's right for our clients and their candidates. We don't know any other way.

The role

As part of our Client Solutions team, you'll be working in a rewarding and supportive environment with fantastic potential for growth and development. You will be supporting the Client Solutions and Marketing team, primarily focussed on making out-going qualifying calls to clients on our database.

- Following up on all client leads
- Identifying through structured and robust conversations a clients' needs and being able to identify potential solutions
- Qualifying clients' conversations to establish most appropriate next steps
- Updating the CRM system
- Making sound recommendations on most appropriate solutions based on client needs
- Providing assistance in the preparation of proposals, tenders, contracts and presentation slide decks
- Supporting the marketing team with events, seminars and conferences
- Providing administrative support to the Client Solutions Consultants

Who we're looking for

We need someone with the ability and drive to continually find innovative ways of engaging with new audiences and who can excel at winning new business:

You will be an exceptional communicator with great listening skills who is 100% comfortable with being on the phone talking to potential clients, understanding their requirements and coming up with sound judgement on next steps. You will have real drive, motivation and a genuine passion for your work:

- Professional, enthusiastic and confidently able to build trusting relationships with clients
- Drive and determination to meet targets
- Able to think commercially
- Resilient and persistent
- Excellent time management and organisation skills always meets deadlines
- Able to gather information effectively
- Information technology skills – Microsoft Excel, Word and PowerPoint skills are crucial

Why work for us?

In return we offer a competitive salary and benefits package, a collaborative, open and friendly working environment, and great opportunities for personal and professional development.

How to apply

Please apply with your CV and a supporting statement outlining your suitability for this role to joinus@weareamberjack.com

If you have any questions about this role or need to access information in an alternative format, then please contact Gwen Atkinson on 01635 584130 or gwen.atkinson@weareamberjack.com