

Candidate Information Pack

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INTRODUCTION

Dear Candidate,

Thank you for the interest that you have shown in this position we are currently hiring for. We have prepared this information pack to highlight more about Kenect Recruitment and the role itself.

So, who are Kenect Recruitment? We are made up of a team of professional recruiters working within the Transport, Industrial and Commercial sectors. We have extensive skills and experience, most of which have come from the industry themselves, so they know the industries like the back of their hands.

We have been delivering nationwide recruitment solutions to thousands of happy individuals in the temporary and permanent job markets. We have a branch network across the UK who offer a local service to our clients. Our head offices are located in Burton-on-Trent.

Your official title will be "Recruitment Consultant". Your challenging task will be to win and develop your own business through delivering an unrivalled service and experience to new and existing clients. From day one you will receive a huge amount of commercial exposure and you will be responsible for 'the full 360 recruitment cycle'.

You will be working with both clients and candidates alike, business developing and winning new clients to grow your sector and customer base. You will become a skilled negotiator and a confident presenter through dealing with senior managers at businesses within the FMCG, warehousing, road haulage and distribution markets.

Your ability to build effective relationships with new and existing contacts will be pivotal to succeeding in this position.

If you are self-motivated with a real drive to succeed, this is a chance to join a forward-thinking, people focused business where your career can flourish. You must be passionate and outgoing ideally with a minimum of 12 months recruitment experience. Motivated to overachieve targets, you will have bucket loads of determination and a high level of attention to detail! Your attitude is more important than your experience however you must have the ability to work in a fast paced, target driven environment.

We look forward to hearing from you.

Yours sincerely

D Weston

Dean Weston
Operations Director

WHO WE ARE



Kenect Recruitment Ltd supports and provides local SME's and corporate entities with temporary & permanent staffing solutions in a wide range of sectors. Kenect Recruitment's mission is to be the first choice in meeting the needs of our clients through a quality, caring and professional service.

Kenect was incorporated in Rugeley in the middle of the UK recession. The sole intention of starting the business was to help people get back into work and build themselves a bright future, as well as to helping local businesses grow with the right employees. After two years we accomplished just that and decided to branch out to offer our services in other towns and cities.

By knowing each of our markets, our highly motivated team work tirelessly to provide each client with a truly unique tailor made service. It is through our people that we continue to achieve successful business relationships. It is essential that we perpetuate our current business model which encourages contribution and growth by delivering clear and honest direction.

Quality is at the core of everything we do. Whenever clients or candidates use our services, they benefit from our investment in developing people, our compliant processes as well as our extensive knowledge and expertise. Our rigorous internal business systems are also some of the most advanced in recruitment.

Our internal intranet system has recently been nominated for some top awards. This system supports our internal staff and supplies them with all the tools they need to be successful and run their offices efficiently.

Investment is key. Whether its investing time with our internal staff to develop their skill set to progress or investing funds to offer services that makes our clients jobs a lot easier. We always look to invest where we can across the board.



PHILOSOPHY & CULTURE



At Kenect Recruitment everything we do is guided by a set of principles and values. These are outlined below:

People - It's all about people! A company is only as good as the people it employs. That's why we're dedicated to finding the best talent for our clients, the best career paths for our staff and to giving our teams the opportunity to reach their full potential

Integrity - Everything we do is guided by a strong set of moral and ethical principles that ensure fairness and respect for all. By operating to the highest professional standards, we build trust with our clients, candidates, suppliers and employees

Knowledge - We are experts in our specialist areas. We partner with our clients to gain a deep understanding of their business, culture and the behaviours that lead their people to success. We constantly seek to improve our knowledge and to find better ways of working

Passion - We take great pride in what we do and what we have already achieved. We're passionate about making a difference to our clients, candidates and employees. We create a positive, energising and fun environment

Excellence - Good just isn't good enough, we strive for excellence in everything we do. We have an unfaltering commitment to deliver the best service to everyone

Success - What we do, we do well. We have a winning culture, set high standards and go the extra mile to deliver results. We have a clear line of sight to our objectives and how we will get there. We succeed as a team and celebrate together when we do.

Work hard, play hard!

Our business is built around an extremely tight knit and transparent team culture. We do our best to ensure that everybody feels valued, no matter their level of seniority or experience and our Senior Management team have an open-door policy to ideas and innovations from anybody in the business. We are aware that recruitment can generally be perceived as a cut-throat industry - but this is certainly not the case at Kenect. Our departments are encouraged to work cross functionally together, rather than against each other. We share our successes and root for our colleagues to succeed. Numerous team building incentives and trips have led to strong friendships in and out of the office that transcend hierarchy and have led to a relaxed working environment where 'office politics' are thin on the ground. We are extremely committed to what we do and take our work very seriously. However, we also have a sense of humour about what we do and try and keep an element of fun in our work as we believe that people work better when they are happy!

OUR PROMISE

At Kenect Recruitment we believe that a set of values are meaningless unless they underpin how we operate each time we deal with each other and with external parties. As such we have created "The Kenect Recruitment Promise" - a set of service standards, for each of our key stakeholder groups - employees, candidates and clients.

What do we promise to our employees?

- To act according to our company values – always!
- To provide you with the tools and training required to maximise your potential
- To recognise and reward your success
- To listen to your ideas and involve you in the future direction of the business
- To create an environment fit for you to thrive within
- To understand and support your personnel and career ambitions
- To never stand still!

What do we promise to our clients?

- To listen to our client's requirements in depth to provide the correct solution
- To get it right, first time and every time
- To meet our clients' needs through quality, caring and customer service
- To offer a truly unique tailor-made service
- To achieve a long term and successful business relationship
- To offer a peace of mind guarantee policy

What do we promise to our Flexi-Workers?

- To act ethically and responsibly at all times
- To be GDPR compliant – we never share personal data without prior consent
- To listen carefully and understand their needs and requirements
- To offer the correct advice at all times, not for a short-term win for us
- To supply all essential PPE equipment where required
- To offer rewards and incentives to long serving Flexi-Workers

Introducing Kenect Rewards™

Kenect Rewards™ offers our internal personnel the opportunity to win fantastic spot prizes on several different competitions throughout the financial year.

This incentive scheme was originated from the feedback of our staff to help introduce healthy competition to the business. From Chocolates and Champaign through to Spa breaks and holidays abroad Kenect Rewards™ has it all for everyone.

At Kenect Recruitment we believe all staff (no matter what position they work in) are part of our team and deserve to be rewarded. Not only do we do this with Kenect Rewards™, we also offer a fair, clear and target driven commission structure that is paid to the whole team, not just the Managers and have monthly Kudos winners who get red letter days!

OUR CLIENTS



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THE OPPORTUNITY



When you enjoy what you do it shows in your work and the passion that you bring to the office. We understand that you only get back what you give, which is why every effort is made to make your daily working experience a pleasurable one. We don't just want to give you a day job, we want to provide you with a career that will not only constantly challenge you but which will last you a lifetime.

We have a structured growth plan in place that includes opening new offices throughout the UK. Functionally we are looking to recruit talent to strengthen our existing sales, operations, transport, industrial and commercial appointments teams.



THIS IS A FANTASTIC OPPORTUNITY TO JOIN A BUSINESS THAT:

- Has grown by over 243% fuelled by client retention over acquisition
- Has great relationships with an impressive blue-chip client base
- Has a long term approach to developing clients and building relationships
- Operates in a variety of extremely fast paced sectors
Offers a meritocratic environment where the only limit to career progression is the speed of your development and what you achieve
- Is passionate about developing people AND passionate about our people sharing in our success
- Wants its employees to benefit from the success and growth of the company
- Offers high earnings potential and focused personal development
- Our reward package is the best we know of in the market and on top of a competitive basic you get the chance to earn some great commission

THE JOB DESCRIPTION

Recruitment Consultant **Kenect Recruitment**

Kenect Recruitment are highly recognised and a respected brand for supplying driving, industrial and commercial staff throughout the UK.

As part of our continued expansion we are currently seeking our newest team member.

As an experienced Recruitment Consultant you will be responsible for developing an already established and successful driving, industrial and commercial desk.

If you love challenges and thrive on varied workloads with ever changing priorities then this could be the job for you.

Key Duties:

- Full 360 Recruitment Consultant role supplying temporary or permanent workers into the Road Haulage and Distribution markets
- Business development via marketing techniques, sales/cold calls and networking to gain new business
- Exceed sales targets and weekly branch budgets
- Building relationships with clients through understanding of recruitment needs
- Account management
- Ensuring clients are well serviced and maintained
- Arranging meetings with new and existing clients
- Attracting candidates by drafting and placing adverts via online job boards
- Source, screen, interview, evaluate candidates and complete reference checks
- Matching workers to vacancies
- Working hours are 08.00-17.00 Monday - Friday (subject to work load)
- Rotating on call duties required

Benefits:

- Fantastic per annum basic (DOE)
- Superb uncapped commission (1.5% of weekly GP)
- Kenect Rewards & Kudos Scheme (Win holidays abroad & Red Letter days)
- 29 days holiday (28 days + birthday)
- Free onsite parking

The majority of your time will be spent in the Kenect Recruitment offices however you will be required to meet clients and candidates off-site at our clients premises to register and interview potential candidates. It is therefore essential that you have a full UK driving licence.

This is an excellent opportunity for a Recruitment Consultant to become a key part of an expanding business.

PERSON SPECIFICATION

Behavioural competencies:

Drive, resilience and enthusiasm

Focused upon results; remains positive and retains forward momentum, times; hard working and committed

Customer focus

Committed to understanding and exceeding the expectations of customers, both internal and external

Communicating and influencing

A good two way communicator; first class verbal and written presentation skills; personable with a sense of humour; able to use a range of influencing techniques

Problem solving and decision making

Analyses issues and breaks them down into their component parts; identifies potential solutions and systematically evaluates them; excellent numerical skills

Time & Task Management

Plans effective use of resources; able to manage multiple projects and prioritise effectively encourages collaborative working across internal and external boundaries; can manage upwards

Building effective relationships

Uses interpersonal skills to build and maintain effective relationships inside and outside the business. Understands team dynamics; encourages collaborative working across internal and external boundaries; can manage upwards

Education, Experience & Knowledge:

- Strong leadership skills - charismatic, commands respect
- Ability to swiftly build strong relationships across the team and cross functionally throughout the wider business
- A real team player
- Passion and drive to help Kenect Recruitment succeed
- Proactive, highly motivated with a 'can do' attitude
- PC literate
- Ability to write reports and prepare spreadsheets
- Prepared to travel within the UK on business as required (if applicable)
- Highly ambitious



THE PROCESS



Applying for the role by submitting your current CV to the hiring manager. All Candidates CV's will be shortlisted and telephone interviews conducted. Successful applicants will be invited to in-person interview stages.

A first round interview with a Business Manager for the relevant team is likely to take place within the subsequent fortnight and may involve conducting a short presentation.

If successful after stage two the third and final stage will be attending an interview with Company Directors, this may be held at our head office in Burton or the Branch where you will be located. Interview feedback will be delivered within two working days.

Application process:

We would ideally like you to provide the following information so that we can fairly judge your application:

- A CV detailing your career history, education and qualifications
- Details of your current package, notice period and any contractual restriction

Please e-mail applications to: dean@kenectrecruitment.co.uk

If you do not have access to e-mail then please send applications to:

Dean Weston
Kenect Recruitment
Kenect House
4 Hawkins Lane
Burton-on-Trent
DE14 1PT

Further information:

We hope that this document has provided you with a good overview of the role we are seeking to recruit. If you require further information, please do not hesitate to contact Dean Weston at Kenect Recruitment on 01283 808 262 or visit www.kenectrecruitment.co.uk



kenectrecruitment.co.uk

Branches: Atherstone, Bristol, Burton-on-Trent, Derby, Grimsby, Leeds, Leicester, Manchester, Northampton, Sheffield, Telford, Walsall

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