

Bermuda Executive Services Limited (BES) is a leading provider of Permanent and Temporary Recruitment Services and Human Resources Management services to the island's business sector. If you are an energetic, self motivated experienced Recruitment Consultant please apply for our current vacancy.

Primary duties will include but not be limited to:

- Managing an existing temporary contract portfolio and the placement of employees in new and existing vacancies
- Sourcing and screening new candidates in Bermuda and internationally to meet the needs of the financial and business sector
- Maintaining strong business relationships with existing clients and managing their recruitment and or HR needs
- Developing new business and forming new business contacts in the development of the provision of staffing services and human resource services
- Negotiating contracts as necessary
- Training and mentoring up and coming young professionals in the field of Recruitment Consulting
- Interviewing and screening of new candidates applying for temporary contract employment
- Managing temporary employee HR related queries; problem solving and dealing with any issues that may arise.
- Managing client queries as it relates to temporary staff and maintaining the business at hand
- Liaising with clients, candidates and BES consultants in the cross over of temporary and permanent vacancies
- Preparing immigration applications on behalf of the company and clients as needed
- Managing all related administration

Requirements:

- Candidates must have a minimum of 7 years experience working in a recruitment environment including advertising vacancies, using an HR database, reviewing resumes, booking interviews, conducting references and negotiating offers
- A minimum of 5 years experience recruiting high volume temporary employees across a wide variety of industries
- A minimum of 5 years experience processing work permit applications
- A minimum of 2 years experience working for a full service agency
- A University Degree is an asset
- Excellent communication skills
- Ability to work overtime including holidays and weekends

Interested applicants please submit a detailed resume with the subject line Recruitment Consultant JOS000000307 along with two employment references to:
The Recruitment Manager at info@bes.bm

Closing date for applications: July 15, 2011

Background checks will be conducted on short-listed applicants

Bermuda Executive Services Limited

Tel: 441 296-5627 • info@bes.bm • www.bermudaemployment.com

