

## RECRUITMENT MANAGER

### The Position:

We are expanding our management team and are in search of a dynamic and versatile individual, with a strong ability to effectively collaborate in a multiple disciplined and results-driven consulting environment. The successful candidate will join the management team of our well-established brand. More specifically, you will lead our Recruitment Team and be responsible for strategy implementation, business development, managing customer relationships, and driving performance targets. The scope of the role also includes continual research and assessment of market trends as well as the development of an evidenced-based and tailored marketing strategy that reflects the business and brand ethos. Success in this role hinges on a strong ability to generate new business, offer leadership to a team of junior consultants, manage key accounts, and manage multiple projects. The successful candidate will support the construct of business workflow processes, which have been designed to systematise and improve quality assurance, so as to better respond to new and changing client and other business demands. Our consulting environment requires a dedicated and proven business professional with a hands-on approach, exceptional work ethic, personal ownership and accountability to fill this role.

### Key areas of focus:

- Define project requirements, milestones, phases, deadlines and elements of various project teams; monitor and track project progress.
- Prepare business proposals in response to client service requests and ensure ongoing client interface and communication.
- Implement overall business and marketing strategies; communicate strategic goals; outline team goals and define deliverables; provide relevant training to ensure successful achievement of set goals.
- Analyse market trends and recommend changes to marketing and business development strategies; develop evidence-based and tailored marketing strategies.
- Enhance existing candidate and client relationship models, so as to further promote retention and loyalty.
- Provide effective and hands-on management and leadership to the Recruitment Team to ensure business and performance targets are met.
- Drive high quality service delivery to maximise client satisfaction and recruitment initiatives that grow market share.
- Establish project and departmental budgets.

### The Person

### Minimum requirements:

- We prefer a Master's degree in Marketing, Business, or a commerce-related field.
- Experience in a results-driven corporate or consulting environment is vital.
- At least 5 years of relevant managerial-level work experience.
- Proven experience in a role that encompasses marketing and relationship management.
- Excellent command of the English language and proven report writing skills.
- A comprehensive background and/or understanding of HR advisory services will be a distinct advantage.
- Strong business acumen and an entrepreneurial flair.
- Thorough understanding of traditional and emerging marketing trends, technologies, and methodologies.

### Competency requirements:

- Ability to think creatively and innovatively.
- Strategic orientation and a robust interpersonal capability.
- Willingness to learn and an inclination to on-going professional development.
- Ability to listen carefully and objectively understand information that is verbally conveyed.
- Self-driven, focused, and able to deliver to exceptional standards of excellence.
- Analytical mindset and approach to business.
- Ability to provide positive and constructive feedback to others, ensuring team progress and improvement.
- Good time management skills and ability to simultaneously manage multiple projects and deadlines.

### Interested?

We offer a very attractive package commensurate with qualifications and experience. The closing date is **23 August 2019** and suitably qualified individuals are encouraged to apply. We will only consider Namibian candidates and request that you e-mail your CV to [craig@potentia.com.na](mailto:craig@potentia.com.na) for the attention of **Mr Craig Dennis**. If you have not received an acknowledgement of your application within 2 working days, kindly contact us on 061 381 000. **Please be advised that we will only respond to candidates that meet the criteria and all selected candidates will be required to undertake an assessment test. Only electronic CV's will be accepted.**