

ASSOCIATE CONSULTANT

FINDING PEOPLE FOR JOBS, AND JOBS FOR PEOPLE.

As an Associate Consultant, you will find, interview and qualify job seekers for permanent roles with companies and organizations in your local market. Your day will be spent engaging with people over the phone, via email and in person. You will build strong relationships with job seekers by coaching them throughout every step of the job search process – from resume editing tips & tricks to interview pointers through post-interview breakdown and accepting a new position. In the time not spent finding the next great candidate for the job, you will meet with your team to discuss open positions, post advertisements for open jobs and learn to utilize online sourcing tools and resources.

To be a successful Associate Consultant, you must be resourceful, have strong personal initiative and be a fantastic judge of character. You will exercise independent judgment and discretion throughout the recruiting process, evaluating candidates beyond their resumes and objective qualifications. You will assess each job seeker's experience, skills, communication style, professional strengths, career goals and overall fit for specific client needs and work environments. Beacon Hill will rely on you to determine appropriate recruiting strategies, screen and select prospective candidates, make informed recommendations and support successful placements. You will not just be reading resumes. You must look beyond that and read people.

This is a relationship-focused sales position; the harder you work, the more results you will see. Every day, you'll come in ready to hold yourself accountable to your goals and build your book of business.

YOUR DAY:

1. Determine and execute appropriate recruiting strategies to identify prospective candidates through job board search tools, LinkedIn, internet searches, referrals and professional networking.
2. Post jobs on job boards.
3. Interview and evaluate prospective candidates, assessing their experience, skills, communication style, professional strengths, career goals and overall fit for client needs and work environments.
4. Select and prepare candidates for interviews with client companies by reviewing resumes, evaluating alignment with client needs, providing individualized coaching and conducting mock interviews.
5. Contact candidates post-interview – recap interview, provide next steps.
6. Make informed placement recommendations, extend job offers and manage the offer process for selected candidates.
7. Maintain relationships with placed candidates to foster referrals and additional business opportunities.
8. Proactive cold calling to identify prospective candidates and clients. Although this can be challenging, setting the foundation early by reaching out to as many candidates and clients as possible is critical to your success.



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YOU'LL NEED:

- Excellent interpersonal and written communication skills. The core of your day is going to be spent communicating – as such, the better you can demonstrate your ability to listen, understand, explain your position and work with other people (from those you spend time with internally on your team to those you've just met), the better.
- A love for working with people. See above!
- A tenacious degree of self-motivation. Our job is all about making 100 calls but then deciding that you will make that 101st call. You can wow us by demonstrating where you've gone that extra mile!
- The ability to confidently exercise independent judgment and discretion throughout the recruiting process, including determining recruiting strategies, evaluating and selecting candidates, assessing alignment with client needs and work environments, and making informed recommendations regarding candidate placement.
- Leadership skills and a significant dose of competitive drive. If you have a fire that's fueled you to compete in sports, in academia, or any other goal-oriented arena, let us know!

YOU'LL GET:

- Base salary combined with uncapped commission. Limitless earning potential is one of our foundational beliefs.
- Hands-on, individualized training programs. We won't just tell you how to do the job – we'll show you first-hand through experiential learning alongside your team members, starting from day one.
- Mentorship. Reporting to a senior team member, you will receive coaching and guidance through all the steps of your professional development. Furthermore, our nationwide mentoring program connects you to our entire Beacon Hill support network, from Boston to Seattle and everywhere in between.
- The rewarding experience of taking your talent and personal initiative and applying it confidently to the many decisions you'll have to make each day. You will get the support you need from Beacon Hill while knowing that Beacon Hill is relying on you and your judgment and reaping the personal rewards of doing all that successfully.
- A culture that prioritizes Inclusion & Belonging! We are proud to have five different Employee Resource Networks (ERNs) which are employee-led affinity groups that come together and share a common experience or background. Our ERN's have established missions and strategies that align with employees' mutual interests and our company's overall inclusion and belonging goals. ERN's at Beacon Hill welcome individuals of all backgrounds and experience levels – you can even join on day one! To learn more about our Employee IMPACT Committee please visit here: <https://bhsg.com/employee-impact-committee>



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- Upward mobility. We don't just believe in hiring the right talent – we believe in allowing them to excel. Our Associate Consultants average merit-based promotion to a senior position in 9-12 months, which will find you in a role that perfectly balances your recruiting knowledge with your knack for business development. The promotion to Consultant will allow you to maintain and continue growing a strong candidate base while developing your business development skills via client outreach and management.
- A “work-hard, play-hard” culture. From mini contests with your team to companywide accolades and incentives like shopping sprees and trips to Palm Beach, Florida, you will be recognized for your accomplishments, whether big or small. While we think our work environment is top-notch, don't just take our word for it – we've consistently ranked as one of the “Best Staffing Firms to Work For” by Staffing Industry Analysts.

Beacon Hill is an Equal Opportunity Employer. Our mission is to build and sustain a system of resources, procedures, policies and plans that support inclusion for all. Beacon Hill prioritizes the cultivation of a working environment in which all members of the community are heard, supported and included at all levels of our business.



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