

**Who We Are:**

e-Frontiers specialise in quality recruitment and offering an excellent service to clients and candidates. The business was founded over 14 years ago by IT professionals. e-Frontiers headquartered is based in Dublin with offices in London, Madrid, Bucharest and New York..

We are an inclusive employer and welcome applications from people of all backgrounds and abilities.

**The Role:**

The successful candidate will join as a *technical recruitment consultant*. As part of the candidates role, they will be responsible for sourcing active and passive candidates from a range of recruitment sources, assessing potential candidates for both language and skill set capabilities in addition to culture fit. This candidate will join the Software Development Team which works roles across Project Management, Business Analysis, Java, Data, Mobile, Front-end, Test, and Infrastructure.

**Main Duties:**

- Assist in the existing recruitment process – advertising roles, sourcing candidates, conducting screening interviews, introducing candidates to clients, etc.
- Develop and implement innovative, cost-effective candidate sourcing solutions to ensure a sufficient pipeline of candidates
- Conduct interviews with potential candidates to assess suitability
- Create and maintain job postings based on recruitment tools and other country-specific job boards, various user groups to identify and conduct productive conversations with candidates
- Filtering job applications, telephone screening and face-to-face competence interviews
- Extend offers to successful candidates on behalf of clients
- Assist candidates with ad-hoc requirements so as to make their start in their new job as smooth as possible
- Maintaining the recruitment database to ensure information is current and provides timely information for KPIs

**Requirements:**

- The successful candidate should have a minimum of 1 year experience in IT Agency Recruitment
- Proven track record in achieving sales targets
- Full responsibility of working and filling IT positions for external clients
- HR, Recruitment or Business related graduate - alternatively (sales/marketing)
- Candidates should have excellent admin skills such as Microsoft Office products
- Strong working knowledge of Boolean and Bullhorn (or other similar ATS)
- Social media networking experience with tools like LinkedIn, Indeed, Monster would be beneficial but training will be given on an on-going basis
- An ability to work within a multinational team in a fast paced dynamic environment
- Most importantly, candidates should have a positive can-do attitude
- Someone who has good sales ability, can think fast on their own initiative and has an extroverted character is preferred.
- Strong communication skills- Fluent written and spoken English is essential
- Hunger for success and can achieve this through quality-driven means.
- As this role is Salary + Commission based, a person who is motivated by financial earnings is essential.

#### **Why would I join e-Frontiers?**

- We are a fast growing organisation
- We have established clients already so very little Business Development is expected
- There is no threshold, so commission is on every cent billed
- We are quality driven and apply an honest approach to how we work

#### **Are you Interested? Let's have a chat**

Please contact [pdoyle@e-frontiers.ie](mailto:pdoyle@e-frontiers.ie) for more information with regards this role

Please let us know if you require any reasonable accommodation for the interview process and we will do our utmost to accommodate you.

**ONLY CANDIDATES CURRENTLY LIVING IN IRELAND, WITH A VALID WORK PERMIT WILL BE CONSIDERED**