

Job Title:	Industrial Placement - Trainee HR Consultant	Reporting to:	Jon Wood
Company:	CBSL People	Location:	Shrewsbury

Role Overview

A consultant delivers agreed services to clients according to the agreed service schedule, either as part of a larger project or alone. They must collect and analyse information, research the options and provide sound advice and assistance with implementation. They must manage the client relationship, keep good written records of their work, manage varying demands on their time and assist with the marketing and selling processes.

Key Responsibilities

Recruitment

- Responsible for all recruitment administration including:
 - Writing job descriptions;
 - Liaising with agencies;
 - Short listing candidates;
 - Producing interview packs; and,
 - Summarising interview results to aid decision making.
- Carry out recruitment / assessment where required.
- Conduct telephone referencing.
- Support client with candidate negotiation.

General Administration

- Provide PA support to the managing director carrying out: diary management (including booking appointments and arranging all travel and accommodation), organise expenses, arrange company files.
- Support HR Consultant with credit control, producing invoices and debtor lists, chasing outstanding debts where necessary.
- Support CBSL People with HR related administration, data and document management.
- Produce Engagement letters for Recruitment projects.
- Take minutes and contribute at meetings.
- Provide general administration support.

Consultancy

- Support the business in its day to day activities, assisting in delivery of consultancy where required.
- Provide service support to clients to meet company objectives including service delivery and client visits.

The successful candidate must have a flexible approach and be happy to support other areas of the group where required.

Qualifications & Experience

- Studying towards a degree in Human Resources.
- High Levels of numeracy and literacy.
- Ideally experience of working within an office environment.
- Driving Licence and own transport.

Information Technology Skills

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|--|---|-------------------------------|
| <input checked="" type="checkbox"/> Microsoft Office | <input checked="" type="checkbox"/> Microsoft Power Point | <input type="checkbox"/> Sage |
| <input checked="" type="checkbox"/> Microsoft Word | <input checked="" type="checkbox"/> Microsoft Outlook | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Microsoft Excel | <input checked="" type="checkbox"/> Internet | <input type="checkbox"/> |

Behaviours & Competencies

- | | |
|---|--|
| <input checked="" type="checkbox"/> Attention to Detail / Quality | <input checked="" type="checkbox"/> Personal Development |
| <input checked="" type="checkbox"/> Decision Making | <input checked="" type="checkbox"/> Problem Solving |
| <input checked="" type="checkbox"/> Drive for Results | <input checked="" type="checkbox"/> Reliability |
| <input checked="" type="checkbox"/> Effectiveness & Efficiency | <input checked="" type="checkbox"/> Time Management / Organisation |
| <input checked="" type="checkbox"/> Flexibility / Adaptability | <input checked="" type="checkbox"/> Written Communication |
| <input checked="" type="checkbox"/> Initiative / Proactivity | <input checked="" type="checkbox"/> Verbal Communication |

CBSL Group

CBSL Group is a multi disciplinary professional firm offering a diverse range of consultancy and accountancy solutions. We operate throughout the UK as well as having numerous overseas clients with interests in the UK.

Whilst incorporating a firm of Chartered Accountants, offering audit, taxation and financial reporting services the solutions provided by the group also include:

- **Profit improvement.** Either addressing complete business performance or focusing on certain business areas such as pricing, sales or operations.
- **Strategy.** Helping organisations with the development and implementation of a clear strategic plan.
- **Financial information.** Whether requirements are for periodic management accountancy or whether a fully outsourced accounts department and financial director is required, we have the solution for all organisations.
- **People.** An HR consultancy focusing on interview solutions and team evaluation. To facilitate independence, the company is not a recruitment agency.
- **Telemarketing.** Offering lead generation and profiling solutions to assist clients in creating profitable sales growth. The services are exclusively B2B.

CBSL Group is a dynamic and high growth group that requires high standards from all of its team members. To this end personal development opportunities will be made available to ensure that CBSL is capable through its people of delivering the very highest standards to our clients.