

Ambience Care Limited

Job Title : Recruitment Administrator



Summary

- Vacancy: **6**
- Age: **at most 30 years**
- Location: **Dhaka (Mirpur)**
- Salary: **Tk. 33000 (Monthly)**
- Experience: **1 to 2 years**

Requirements

Education

- Masters degree in any discipline

Experience

- 1 to 2 years

Additional Requirements

- Age at most 30 years
- Quick learner with a can-do attitude
- Ability to make connections between clients and candidate
- Business acumen
- Service marketing experienced

Responsibilities & Context

- Remember the office time is in line with the UK which is 7:00 am to 4:30 pm and currently matches at 1:00 pm to 10:30 pm in BD time.

- Every Saturday and Sunday is the weekend.
- Must be fluent in English spoken and written. DO NOT APPLY, if you are not fluent in English or unable to communicate in English.
- Working with a number of global companies and clients who are in the business of care homes, nursing homes, hospitals, and industrials.
- Actively seek new business opportunities by identifying potential clients and industries for recruitment services.
- Acquiring new business/ Clients
- Generating and finding out new roles and vacancies for the candidates
- Sourcing candidates to fill diversified roles like Registered nurses, Health care assistants, support workers, domiciliary workers, chefs, kitchen assistants, cleaning operatives, and housekeepers
- Procuring new candidates by utilizing job boards or like CV library, indeed, referrals, and LinkedIn and Facebook
- Screening candidates over the phone calls, MS Teams meetings and Video conferencing platforms
- Excellent salesmanship, negotiation, and business development skills
- Continually meeting or exceeding weekly and monthly targets to call volumes and sales respectively
- To be on call for the business you will be assigned. Need to provide client service, after office and weekends also (Based on on-call allocation)
- Cultivate and nurture strong long-term relationships with exciting clients
- Identify opportunities to cross-sell additional services or up-sell premium recruitment packages to existing clients and candidates.
- Collect and check all the legal documents from the candidate and ready them for work
- Effectively manage the sales pipeline, tracking leads and opportunities through various stages of the sales process.
- Processing candidate weekly payment.
- Report preparation on sales pipeline, weekly and monthly report for business review

Required Skills & Expertise

Client Management Communication and Negotiation Skill Complaint Handling skill Computer skill Customer Support/ Client Service Time Management skills

Compensation & Other Benefits

- Attractive commission package on top of monthly salary based on the fulfilment of monthly target
- Performance bonus, Weekly 2 holidays, Profit share
- Lunch Facilities: Partially Subsidize
- Salary Review: Yearly
- Festival Bonus: 2

Pick and Drop Service (Based on availability of transport and routes)

Workplace

Work at office

Employment Status

Full Time

Job Location

Dhaka (Mirpur)

Read Before Apply

Read the job description properly. See the office location and office time before applying.
Please DO NOT APPLY, if you are not fluent in English or unable to communicate in English.

Apply Procedure

Email your CV

Send your CV to the given email rabita@ambiencecare.co.uk

Company Information

Ambience Care

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Address:

Ambience Care Limited Regal Court Business Centre 42-44 High Street Slough SL1 1EL Email:
info@ambiencecare.co.uk

Business:

Ambience recruitment is one of the leading recruitment companies (based in UK) offering clients both permanent and temporary recruitment services. We work in partnership with our clients by delivering ranges of employment services with adding values on long-term relationship. We are always proactive to understand our clients' needs and keep our promises clear and easy to do business with. We remain compliant with all current legislation together with membership of the REC (Recruitment and Employment Confederation), which we trust will instill confidence that you can rely on the highest standards.

We are one of the leading and most trusted recruitment consultancies in the area and already managed to establish a benchmark for the excellence in the industry. We aspire to be the one-stop solution for the supply of high caliber and experienced employees who perfectly fit the standards and needs of our clients. We have a strict recruitment policy and do proper background checks of all of our candidates. We also assure that no one has any dissatisfaction working with us.