



## Graduate Trainee- Researcher/ Junior Recruitment Consultant

Alteris Partners is an innovative Search and Interim Management Firm offering creative recruitment solutions to the Financial Services and Professional Services sector.

We are passionate about matching great candidates, with great clients and take pride in knowing that a “good hire” into a strategically important position, will play a significant part in helping our clients meet their business objectives, goals and ambitions.

Alteris Partners was set up 5 years ago by Karen Cresswell who has worked in the recruitment industry for over 25 years and has managed both listed businesses and boutique, specialist Head- Hunting firms. Alteris was set up to deliver a best-in-class service to both clients and candidates and to address the explosion in the regulatory area of Financial Services. Alteris Partners is a valued supplier to Fintech’s, Challenger Banks and boutique clients in the Financial Service area generally.

[www.alterispartners.com](http://www.alterispartners.com)

### **The Role**

This role is available both on a temporary or permanent basis. Alteris shares a dedicated, high- tech office at Bank side in the city with another specialist Head Hunting business. It is preferred that candidates will spend at least 3 days in the office with the balance spent at home. The role will be varied and challenging, and will equip candidates with valuable skills, whether they choose a career in recruitment or not.

### **Your Responsibilities**

- Supporting the Director in identifying candidates for a variety of roles within Financial Services. You will be doing this via LinkedIn and by using several discreet recruitment databases and job boards
- Preparing CVs for dispatch to clients. This will include the "write-ups" of interview notes that accompany all CVs
- Supporting Business Development activity by mapping contacts in new companies (all financial services) with a particular focus on FinTech firms
- Helping to populate a new recruitment database that the business has just bought
- Supporting marketing initiatives, particularly networking events (assuming we are released from COVID-19 restrictions)

### **Your Profile**

- Degree preferable but will also consider those who are still undergraduates (if seeking a temporary role) and A level students.
- We do not expect candidates to have some (or any) direct experience. A hunger to learn and a desire to embrace new challenges is all we ask
- You will need to demonstrate integrity, curiosity, determination, drive, excellent communication skills (written and verbal) and professionalism

### **Required Skills**

- Degree or educated to A level.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, etc.)
- Great verbal and written skills

### **Our Commitment to Equality**

Alteris Partners recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Company and its employees to utilise the skills of the total workforce. It is the aim of the Company to ensure that no job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender/gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex or sexual orientation (the protected characteristics). Our aim is that candidates will be truly representative of all sections of society and each candidate feels respected and able to give their best. All candidates, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection of candidates will be based on aptitude and ability.