



# Intern Recruitment Programme

## Who we are

Contract Connections was founded in 1997 to provide a professional IT Recruitment service. Today we have an annual turnover of £6million.

We provide clients with Contingency (contract and permanent); Project Team and Managed Service solutions.

Impressive and diverse client portfolio with Preferred Supplier Status at 34 blue-chip organisations (November 2009) including:

- Cadbury (Worlds largest confectioner)
- Freshfields Bruckhaus Deringer (top 3 global law-firm)
- Balfour Beatty (top 3 global construction firm)
- Comensura (global Public Sector services company)
- PPG (Worlds largest industrial finishing manufacturer)
- COLT (global Telecommunications provider)
- Eversheds (top 3 UK law firm)
- Gucci (global fashion house)
- BP (global cross-platform energy provider and broker)

Contract Connections works with Not For Profit and Charity organisations, including:

- Girl Guiding UK
- Guide Dogs for the Blind
- The Big Lottery Fund
- MS Society

We have achieved our success simply by doing what we say we are going to do. We provide a quality driven, customer focussed service at competitive pricing. Our consultants live and breathe the job, mapping their market and engaging with clients and candidates to ensure that not only are the technical criteria met, but the best possible personal match for both parties is achieved.

Today, we run over 100 contractors. Our next milestone is 125, and we need you to help us achieve this.

## What we're looking for

Three individuals who can bring to Contract Connections the following:

- Enthusiasm
- Hard work and application
- Tenacity
- Self-belief
- Desire to succeed
- Desire for financial reward
- Strong personal organisation skills and great timekeeping
- Confidence
- Flexibility
- Willingness to go the extra mile
- Combination of personal focus and ability to work in a team

## You must display the following

- Excellent telephone manner
- Vocal and written articulation
- A confident level of numeracy
- Immaculate Presentation

## What you'll be doing

- Periods of intense telephone activity
- Candidate search, registration and networking for business opportunities
- Candidate interviewing / relationship building, both internally and on a social basis (i.e. over a pint at lunchtime and in the evening)
- Selling Contract Connections services to a target client audience, with the objective of establishing recruitment needs and booking face to face meetings with clients
- Sourcing and securing vacancies from clients
- Sourcing and matching candidates to live roles (resourcing)
- Managing candidates through the recruitment life-cycle to successful placement
- Ongoing client relationship building and candidate management
- Updating the company database

## What we'll give you

Hands-on training from some of the top billers in the industry, to include:

- The Recruitment Process
- Telephone Selling
- Objection Handling
- Client Presentation
- Streetwise Selling
- Client Negotiation
- Profit Calculation
- Candidate Management
- General Business Acumen
- Opportunity to work with World-leading brands and organisations

Working with seasoned professionals, you will receive results focussed coaching and mentoring in a great team environment, both in the office and socially.

## The Rewards

20% commission on any sales written by you  
£20 for each new client meeting attended  
£250 per month towards your travel and lunch

Based on you attending 2 new meetings per week, and achieving the placement numbers indicated below, the following income is achievable per month:

1 placement at current average margin* =	£1,107
2 placements at current average margin* =	£1,804
3 placements at current average margin* =	£2,501
4 placements at current average margin* =	£3,198

You will also have access to our corporate gym membership at LA Fitness on Leadenhall Street, just seconds from the office.

## The Long-term Opportunity

After three months, subject to a minimum of three placements within a new client or clients, you will be given the option to join Contract Connections on a permanent basis.

This will entitle you to a basic salary of £20,000 in lieu of a reduced initial commission band; annual paid leave of 21 days (plus bank holidays); the option to join the company Healthcare scheme and Stakeholder pension; annual bonus scheme and escalating performance related commission structure.

Consultants that have joined Contract Connections have gone on to become Team Leaders, Account Managers, Managers and even Board Directors; those opportunities will be open to you based on the success of the business, your performance and your contribution.

Beyond the milestone of 125 contractors, we have our sights on 150 and then 200. This growth is likely to involve the development of regional centres and new divisions; all of which will need dedicated, ambitious individuals who have a desire to develop their careers. It has always been our policy to source from our existing team and give these opportunities to our most committed and capable staff, encouraging organic growth wherever possible.

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