

Joe Smith

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D.O.B: 1st of Feb 1970

Personal Profile:

I am an experienced recruitment manager with more than 10 years' industry experience gained in Ireland. During my career I have been continuously employed by specialist recruitment organisations across the IT, Telecommunications, Finance, Banking and Accounting sectors.

I am a goal orientated individual with a proven track record of over achieving both individual and team sales targets through the delivery of effective leadership and people management, and by possessing solid commercial acumen.

Work Experience:

Publicly listed company

Manager –Commerce *March 07- Nov 08*

- Business development - cold calling potential new clients.
- Meeting new clients to review needs.
- Account management of existing clients.
- Meeting individual and team sales targets.
- Management of a team of 9 consultants and one administration staff.
- Advertising via the internet.
- Database searches and using various forms of media to source new clients

Multinational Company

March 03 – Jan 07

Executive / Branch Manager *Nov 05 – Jan 07*

As manager of the largest and most established branch within New Zealand I had overall responsibility for achieving an annual budget profit forecast of \$1.3 million.

Responsibilities included:

Staff management

- The hire and induction of new staff
- Management of a team of 11 sales staff 3 support staff
- Performance management of all the above individuals and negotiating of all salary packages

Delivery of branch profitability including

- Meeting office sales targets
- Weekly group and individual training sessions focused on meeting individual sales targets, delivering successful processes and maximizing IT capability
- Setting budget forecasts for branch and individual performances
- Create sales initiatives for the team
- Maintain a high motivation levels of the group and individuals
- Controlling costs

Timely and accurate financial and administrative reporting including

- Sales forecasting on a monthly basis to head office for the prevailing 2 months
- Analysing branch performance against key performance indicators and benchmarking against industry standards
- Assessing and mitigating any risk exposure
- Providing actuals vs budget variance commentary to senior management on a monthly basis
- Attending senior management meetings and conferences
- Forecasting and budget planning for the 2006 and 2007 financial years
- Updating internal office policies and procedures

Responsibility for driving the commercial branding of the company within the region including:

- Networking and delivering presentations to industry specialist groups and local business forums
- Participating as an active committee member of the industry forums
- Providing presentations to industry members and other industry groups on various topics
- Advanced sales negotiation with key clientele
- Point of escalation for all staff on any issues with clients or candidates

Key Achievements:

- While branch manager and team leader, successfully achieved "Office of the Year for 2005 and 2006" (selected against 10 other offices in the region) and measured on the achievement of key performance indicators
- Assessed, proposed and successfully implemented changes to the company's delivery model in 2005 and 2006 with the development of dedicated teams, specializing in key niche market clientele increasing sales by 34% while also enhancing and expanding the market profile.

Team Leader

Dec 04 – Nov 05

Responsibilities included:

- Continued delivery of services to a portfolio of clients as below
- Responsibility for a team of 6 sales consultants including performance appraisals, setting targets, hiring of staff, induction and training, problem solving and escalation of issues

Key Achievements:

- Achieving the highest sales targets for a consultant in the company
- While senior consultant and team leader, was awarded New Zealand consultant of the year 2004 and 2005, based on gross profit sales and contribution to the business. Set new office records as a consultant for quarterly and annual gross profit in the permanent recruitment team.
- As a consultant was nominated to present a training session at the 1st New Zealand conference to 70 peers and Australasia's senior management

Senior Consultant

Mar 03 – Nov 04

Responsibilities included:

- Delivery of services to a portfolio of clients as below
- Up skilling of sales technique to adapt to the New Zealand market, including marketing for exclusive business and concentrating heavily on account management and networking within industry (banking, accounting and finance) groups.

The period in between these two positions was spent traveling South America and both the North and South Islands of New Zealand.

International Company

Senior Recruitment Consultant

Sept 01 – Nov 02

- Business development - cold calling potential new clients and candidates.
- Meeting new clients to review recruitment needs.

- Account management of existing clients.
- Meeting individual and team sales targets.
- Interviewing potential candidates for roles.
- Advertising via the internet.
- Database searches and using various forms of media to source new clients

Publicly listed company

Recruitment Consultant

Mar 00 – Sept 01

Responsibilities included:

- Business development, cold calling potential new clients and candidates.
- Meeting individual and team sales targets.
- Meeting new clients to review recruitment needs.
- Interviewing potential candidates for roles, advertising via the internet and paper media.
- Assisting with the training of new recruitment consultants. Database searches.

Key Achievements:

During the 1st year employed as a recruitment consultant billed a monthly office record of 56k (Irish pounds) coupled with the fact that this was a start up company with no previous client base.

Outdoor Instructor

Instructor

Mar 98 - Mar 00

Responsibilities included:

- Instruction and co-ordination of kayaking, canoeing climbing/abseiling, hill walking, bouldering, sailing, windsurfing and team building.
- Dealt with various types of groups e.g. corporate, adult, youth and disabled.
- Ensuring that the centres were fully operational at all times and that it was a safe working environment for both staff and customers.
- This period also included a winter working in a remote location of Egypt as an advanced windsurfing instructor.

Marketing Firm

Sales Rep

Jan 97 – Feb 98

Responsibilities included:

- Cold calling new customers on a daily basis.
- Reaching daily targets.
- Sales and awareness of the business we represented.
- Interviewing new recruits.
- Training and motivation of new recruits.

Outdoor Instructor

Water Sports Instructor

Aug 93 – Oct 96

- Qualified for the Northern Ireland Swim Team and represented them at various swim meets.

Education:

1991 – 93 Lisburn College of Further Education
BTEC National Diploma in Sport and Leisure

1987 – 91 Lismore Comprehensive School, Craigavon G.S.S.E's
Successfully obtained 8 GCSE's

Qualifications

CANI – Level 3 Inland Kayak Instructor
MCI – SPA Climbing Award
RYA – Dinghy Sailing Instructor
SELB – Stage 3 Hill Walking

CANI – Level 2 Open Canoe Instructor
RYA – Level 3 Windsurfing Instructor
RYA – First Aid
IWSF – Recreational Water Ski Coach

Interests

My main interests include outdoor pursuits, swimming and Asian cooking. My biggest achievement outside of work is qualifying for the Northern Ireland Swim Team and representing them at a number of swim meets.

References

Suitable references can be supplied on request that will display my suitability to your organisation.