

Recruitment Consultant – Architecture

Salary \$55 – 70K per annum (commensurate on experience) + Superannuation + Commissions
OTE \$100 - \$120K in first year

About the business and the role

Bespoke Careers is a specialist recruitment agency dedicated to connecting jobseekers with employers in architecture and design. You will be joining a thriving, cohesive team that have developed long-lasting relationships with our existing client base and will contribute to the growth of Bespoke utilising your business development skill.

Key responsibilities

The successful candidate will be working on a diverse range of roles for the architecture industry in Melbourne VIC, with all the big names in architecture as well as boutique design studios on a daily basis. Developing knowledge of what your clients need to expand their business and helping them find the best talent in the market whilst simultaneously working with talented, and experienced candidates to navigate their next career step. Your duties will include but not limited to:

- Reviewing applicants
- Interviewing candidates
- Writing interview summaries and job ads
- Business development with new clients
- Nurturing existing client and candidate relationships
- Attending client meetings, industry events and networking opportunities

Skills and experience

This role will suit an ambitious individual with experience working in architecture, with particular preference for client-facing or people-oriented roles. Ideally you will have:

- Experience in the Architecture or Design industry with relevant qualifications required
- Recruitment experience within a relevant industry is beneficial but not required due to in house training
- Excellent communication skills
- Confident, influential with strong networking skills
- Target hitting and goal orientated
- Detailed and organised
- Proficient in Microsoft office and CRM experience would be beneficial
- Team focused with a drive to succeed
- Motivated, energetic and have a strong work ethic
- Effective and efficient with daily activity
- Have a social nature

Benefits & Culture

Bespoke actively encourage a good work-life balance, offer generous uncapped commission structure with no threshold as well as fantastic long-term career opportunities both in Australia and overseas. Other benefits include:

- Flexible working hours
- Paid leave between Christmas and New Year
- Team fine dining and celebratory outings
- Employment Assistance and Advisory Program
- External training for career advancement
- Working with a team of supportive and fun-loving professionals, passionate about the A&D industry and connecting talents

If you are a people's person and would like to use your architecture / design background to connect like-minded individuals and make a difference, please send your CV to **Carilyn Liang** at melbourne@bespokecareers.com