

CTC are inviting applications for the role of a

Recruitment Consultant

CTC Clinical Trial Consulting AG, founded in Basel, Switzerland in 1997, is a specialist resourcing organisation, providing flexible resourcing solutions to the pharmaceutical, biotech and CRO industries, with high calibre professional staff to fill both contract and permanent placements in clinical development, data management, statistics, regulatory affairs and medical marketing. CTC is experiencing a rapid growth with an in-house team of 12 and more than 60 people externally.

About the role:

We are seeking a Recruiter to further develop and grow our well established staffing business. The Recruiter will have a good understanding of the pharma, biotech and CRO businesses and be able to liaise knowledgeably with clients and candidates. The Recruiter should be particularly familiar with the recruitment market-place and electronic platforms.

Main Responsibilities:

- ✓ Pro-actively develop and grow the permanent placement business, client portfolio and candidate database
- ✓ Proactively conduct research and investigate new ideas to create innovative sourcing strategies.
- ✓ Strong focus on sourcing passive candidates through networking, complex internet searches and research
- ✓ Screen candidates for availability, interest level, visa status, salary range, relocation needs, basic qualifications etc.
- ✓ Coach, mediate and influence your candidates and clients through the entire recruitment process
- ✓ Source active candidates from on-line databases, contact lists, internal databases, referrals
- ✓ Act as a search expert for functional areas by understanding functional hiring needs, position specifications and search requirements
- ✓ Communicating effectively with colleagues, clients and candidates with a view to building and sustaining long-term relationships
- ✓ Promote a culture of mutual respect within the company by communicating professionally to your colleagues and offering help where needed
- ✓ Develop a thorough knowledge of the recruitment process while adhering to strict codes of conduct as specified by the Swiss national recruitment federation and in line with all current employment legislation
- ✓ Continual maintenance of client relationships through quality customer service; Assist client through feedback and managing problems, and understanding client needs
- ✓ Attend conferences, meetings and other relevant events to expand the client base and develop new business

Qualifications and Experience:

- ✓ Familiar with clients' recruitment needs
- ✓ Recruitment experience
- ✓ Experience in working with the pharmaceutical industry
- ✓ Outstanding communication and interpersonal skills
- ✓ Entrepreneurial skills with good commercial acumen
- ✓ Dynamic 'can do' attitude
- ✓ Self motivating – ability to work on own initiative and self-starter
- ✓ Driven and target focused
- ✓ Excellent communication skills in English – other languages, in particular German, an asset

Our offer:

- ✓ Excellent salary package, with target based bonus system
- ✓ Opportunity to work and grow in an international environment and within a small and dynamic organisation
- ✓ Excellent working environment and office location in the middle of Basel-Town

Please submit your CV electronically in English to Philippe Näf at: info@ctcon.ch