Downloaded from <https://www.velvetjobs.com/job-descriptions/consultant-sourcing>

# Example of Consultant Sourcing Job Description

Our company is looking to fill the role of consultant sourcing. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for consultant sourcing

* Build and develop strong relationships with the Hiring Community, ensuring service excellence is delivered at all times and adhering to the end to end Recruitment processes, ensuring PeopleFluent is kept up to date and accurate
* Ensure all roles are sourced in an effective and efficient manner appropriate to the role, screen and short-list CVs for all vacancies, improving the CVs to Interview to Hire ratios quarter on quarter
* Network with existing contracts and applicants to generate further candidate referrals, ensure strong Candidate Pools are maintained at all times and that the candidate experience when applying for a role exceeds their expectations
* Adhere to the candidate care strategy including, but not be limited to frequency of contact, information provided, quality of feedback
* Supporting practice development initiatives, such as the Digital Supply Network
* Have access to our extensive knowledge base accumulated over hundreds of successful projects to develop your career
* Work at client’s locations mostly across Western Europe, UK, but also other locations, excluding Poland
* Travel – Clients engagements will require extensive travel- typically 3-4 times a week (Monday - Friday) on client’s location abroad with fly-backs for each weekend to Warsaw, Poland
* Lead work-streams on projects, or lead projects end- to- end (for the Senior role)
* Lead small teams on projects (for the Senior role)

## Qualifications for consultant sourcing

* Strong analytical skills to contribute to hypothesis development and integration
* Understanding of contract language and general contract law
* Actual experience coordinating and negotiating Professional Services across various Indirect categories
* Experience pertaining to intellectual property rights in contracts
* Experience drafting technology oriented consulting services agreements and SOWs
* M&A experience desired