



BARRY M. WHELAN RECRUITMENT

LIMITED



#JOB-2465825



The Capel Building, Mary's Abbey, Dublin 7,

D07 FXF8



No of positions : 1



Paid Position



40 hours per week



36605.00 Euro Annually



31/08/2026



28/09/2026

How to apply

Application Method :

Not available



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online



Holiday Cover Recruitment Consultant

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Recruitment Consultant – Holiday Cover

Healthcare Division | Excel Recruitment Group

This is a key support role within the Healthcare Division, ensuring continuity of service during annual leave, sickness absence and periods of increased demand. Acting as an extension of the consultant team, the successful candidate will manage client accounts, candidate pipelines, bookings and placements to maintain seamless service delivery when consultants are unavailable.

The role involves providing cover across multiple healthcare recruitment desks, maintaining communication with clients and candidates, protecting existing relationships and ensuring staffing requirements continue to be met. The consultant will act as the primary point of contact for clients during periods of cover, managing vacancies, bookings and placements while maintaining high service standards and escalating any significant issues when required.

A strong focus is placed on candidate management, including maintaining engagement with healthcare professionals, managing availability, responding to queries and coordinating bookings across temporary and permanent recruitment activities. Delivering a positive candidate experience and supporting successful placements are key aspects of the role.

The position also carries responsibility for maintaining healthcare compliance standards. Working closely with the Compliance Team, the consultant will ensure all bookings and placements meet client and regulatory requirements, resolve documentation issues, monitor compliance status and maintain accurate CRM records. Compliance, quality assurance and adherence to company policies are essential.

Accurate payroll and systems administration form an important part of the role. Responsibilities include recording placements, shifts, cancellations and availability updates, processing timesheets,

supporting payroll deadlines and liaising with payroll and finance teams to resolve queries. Maintaining the accuracy of recruitment, payroll and compliance systems is critical to ensuring service continuity.

The successful candidate will work closely with consultants, compliance, payroll, operations and management teams to provide effective handovers, support workforce planning and contribute to process improvements across the Healthcare Division.

Applicants should have previous recruitment experience, ideally within healthcare recruitment, together with strong organisational and communication skills. Experience managing client relationships, temporary staffing activities and multiple priorities simultaneously is highly desirable. Attention to detail, commercial awareness, strong problem-solving ability and proficiency in CRM systems and Microsoft Office are essential. Flexibility to work evenings and weekends when required is also important.

This role offers the opportunity to play a critical part in maintaining service continuity, protecting revenue, supporting client satisfaction and ensuring high standards

- **Sector:** administrative and support service activities

Career Level

- Experienced [Non-Managerial]