

We are hiring!

Are you an exceptional individual looking to make the next step in your career? We have an exciting opportunity to be a part of our Manchester team as a Recruitment Consultant. We are entering an exciting transformation period for the business and are looking for someone who is motivated, dedicated, and willing to push themselves out of their comfort zone. At Lily Shippen, we believe in the power of exceptional people to create extraordinary teams. Our values centre around understanding, trust and a commitment to excellence – values we expect our new team members to share.

About the role:

Position: Recruitment Consultant

Location: Manchester

Focus: Building and managing your own desk within the Business Support sector

Responsibilities: Proactive talent sourcing, client relationship management, and delivering exceptional tailored recruitment solutions

Key Responsibilities:

- Develop new and manage existing client relationships through high-quality interactions and regular touchpoints (meetings, calls, thought leadership information and events).
- Understand client needs and job specifications, and effectively communicate these to potential candidates.
- Conduct detailed interviews and assessments to evaluate candidate qualifications against client requirements.
- Manage the full recruitment cycle, from sourcing candidates to negotiating employment terms, ensuring a smooth and efficient hiring process.
- Maintain a strong candidate pipeline through proactive sourcing strategies, including networking through active and passive candidates, social media, and database management.
- Provide consultative advice to clients on market trends, competitive landscapes, and recruitment strategies.
- Ensure compliance with all regulatory and organisational guidelines during the recruitment process.
- Collaborate with team members to develop and refine recruitment strategies and processes.

Deliverables:

- Successfully fill open positions within targeted timeframes, to achieve billings target, monthly and quarterly.
- Maintain high client and candidate satisfaction ratings.
- Development of own desk through business development.
- Regularly update and maintain accurate records of recruitment activities in the CRM system.

Performance Measures:

- Billings: Meets or exceed agreed fee levels per month.
- Feefo/testimonials: Feedback from clients and candidates post-placement.
- Business development: Number of new client accounts established.

Why Lily Shippen?

Join Lily Shippen, a dynamic and innovative recruitment agency where our entrepreneurial spirit drives us to disrupt the traditional market. Since 2016, we've been at the forefront of the EA/business support and HR space, offering unique opportunities for career growth in a supportive and forward-thinking environment. Our team thrives on collaboration and innovation, and we provide extensive benefits, including private healthcare, flexible working, and professional development. At Lily Shippen, you'll be part of a vibrant team committed to excellence, making a real impact, and leading the way in the recruitment industry.

What We Offer:

- A supportive environment with clear expectations.
- The opportunity for career growth. We believe in career development and are committed to providing opportunities to grow within our business.
- An exciting journey. If you are excited about joining a growing business and being a key part of its long-term success, then this is the role for you.

If you are ready to embark on this exciting journey with us, apply now and become part of a team that is committed to making a difference in the recruitment industry.