



## **Job Title: Senior Recruitment Consultant – Hot Desk**

### **Why join Lily Shippen?**

We believe in the power of one person to change everything. Because we are specialists, dedicated to the roles and expertise we cover, we offer more than placing candidates in companies. We are not your typical recruitment agency.

Since launching, we've carved out a reputation as the specialist agency and network for exceptional businesses and exceptional people.

We work with clients across the UK and overseas to recruit temporary and permanent human resources & business support staff including Personal Assistants, HR Managers, Office Managers and Receptionists.

It's been an exciting journey so far and we're growing!

### **The role:**

**To recruit into the executive and business support market with the opportunity to work HR roles too – it's a HOT desk.**

- We're looking for an ambitious person to fill the role of Senior Recruitment Consultant.
- You'll be responsible for acting as an ambassador for Lily Shippen, and will develop both new and existing relationships with candidates and clients.
- You'll register candidates within your target market, and get to know exactly the type of job that they are looking for.
- You'll be an expert in your market and will be able to confidently advise clients on the market and how they can attract the best talent to their business.
- You will be an excellent negotiator, and will do everything in your candidates' and clients' best interests.

### **What you'll be responsible for:**

- Taking thorough vacancy briefs and advertising roles on job boards.
- Briefing candidates on roles, formatting CVs and sending CVs to clients.
- Seeing all roles through from start to finish, ensuring the client is updated throughout the process.
- Attending client meetings and developing relationships.
- Organising and hosting roundtable events.
- Conducting candidate registrations, both over the phone, on Teams and in person.
- Adding candidate information onto our CRM system and ensuring it's up to date constantly.
- Checking in with candidates and ensuring that we know where they are up to in their job search.

**Who we're looking for:**

- We are looking for someone whose mindset matches the brand's – someone who wants to change the perception of recruiters and who is proud to work on behalf of exceptional HR and business support staff.
- We are looking for meticulous minded high performer, who is extremely reliable.
- Someone with who is highly personable and takes pride in their work.
- Minimum 2 years' experience in a recruitment or sales environment.
- Computer literate with experience of using MS Office Suite
- Things at Lily Shippen move quickly. You'll need to be a fast learner, innovative and have the ability to think outside of the box. Strategical sense and a cool head in pressurised situations are also priorities for any applicant.
- You'll need to be sociable, love meeting new people and be great at building new relationships.
- You'll be a team player and eager to get stuck in whatever the challenge.
- Be flexible for remote and in office work/meetings, be set up with everything you need to facilitate both.
- A self-starter who is well-organised, able to manage your own diary, and have excellent interpersonal skills.

**Additional details:**

- A flexible working environment – most of the team work in the office two-three days a week and then the rest from home.
- Flexible hours.
- Summer hours for 2022 – finish at 1pm every Friday in July and August.
- 25 days holiday + Bank Holidays + ½ day off for birthday.
- A competitive salary.
- Competitive and un-capped quarterly bonus scheme.
- Discretionary additional annual bonus based on company performance.
- A fantastic opportunity to develop your career within a growing business.
- Option to buy or sell up to 5 days' holiday each year.