



## **Job title: Candidate Manager**

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

Founded with the vision of building meaningful, long-term relationships with both clients and candidates, we are passionate about offering true value to the marketplace. Since launching, we've created a multitude of initiatives to ensure that we consistently stand out as a business and achieve our vision of being recognised as the executive and business support recruitment partner of choice to work for and alongside.

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

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

### **The role:**

Working alongside the Associate Director for the North West, you will be responsible for speaking to new and existing candidates and delivering the highest level of customer service to everyone that you speak to. This role will provide you with the training required to become a recruitment consultant, and you'll be given lots of hands-on experience.

You'll be responsible for registering candidates both over the phone, and in-person. You will also support the team with coordinating interviews and prepping candidates, as well as being responsible for running candidate initiatives and engaging with recently placed professionals. Full training will be provided. It's an incredibly fast-paced role where things will change constantly – you'll be someone who is hungry to learn and take on more responsibility.

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

- Speaking to candidates over the phone to understand what they are looking for in a job, company and role moving forward. Understanding their motivations.
- Registering candidates over video call and in person.
- Posting job adverts on the company website and job boards
- Coordinating interviews and sending out interview confirmations
- Taking feedback following interviews and sending this to clients where necessary
- Adding candidates to the in-house CRM system with notes
- Tracking CVs sent, interviews and offers on the inhouse CRM system
- Updating and maintaining candidate spreadsheet and registered candidate's address spreadsheet (Manchester)
- Writing candidate profiles for candidates
- Formatting candidate CVs to send to clients
- Checking in with registered candidates to get updates on their job search
- Sending Feefo reviews out to candidates



- Coordinating new starter gifts with promotional merchandise company
- General administration duties

#### **Who we're looking for:**

- We are looking for someone whose values matches ours.
- We are looking for meticulous minded high performer, who is extremely reliable.
- Someone with who is highly personable and takes pride in their work.
- Someone who is ambitious and driven, and who wants to be a part of something exciting.
- 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.
- Highly organised, with great attention to detail and writing skills.
- 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.

#### **Skills required:**

- Excellent Microsoft Word, Excel, PowerPoint and Outlook skills.
- Excellent written English.

#### **Additional details:**

- This role is based in Manchester, however you must be willing to travel to London occasionally for team events and training. There is also the opportunity to work from home for 2 days a week, once fully-trained.
- This role will provide you with enough training to become a recruitment consultant where you will receive quarterly bonuses based on performance. Our most recent candidate manager moved into a consultant role within 3 months of joining the business, so things really can move quickly for you!
- Commission structure.
- A fantastic opportunity to develop your career within a growing business.
- Flexible working.
- Summer hours for 2022 – Finish at 1pm every Friday in July and August.
- Option to buy or sell up to 5 days' holiday each year.
- 25 days holiday + Bank Holidays
- High Street Discounts.