



## **Job title: Candidate Resourcer / Associate Consultant**

### **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. 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 Associate Director and Managing Director with coordinating interviews and prepping candidates. Full training will be provided.

### **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.
- Coordinating interviews and sending out interview confirmations.
- Taking feedback following interviews and sending this to clients where necessary.
- Sending out terms and conditions to clients.
- Preparing temporary contracts and assignment schedules to temporary candidates and distributing them.
- Setting up temporary candidates on the payroll/timesheet portal.
- Writing candidate profiles for candidates.
- Formatting candidate CVs.
- Checking in with registered candidates to get updates on their job search.
- 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 when required. There is also the opportunity to work from home for some of the 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.
- A fantastic opportunity to develop your career within a growing business.
- Flexible working.
- Option to buy or sell up to 5 days' holiday each year.
- 25 days holiday + Bank Holidays
- High Street Discounts.

To apply, please email your CV to [emma@lilyshippen.co.uk](mailto:emma@lilyshippen.co.uk)