



## Job title: Recruitment Consultant / Senior Recruitment 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 within the Manchester division, you'll be responsible for delivering an exceptionally high level of service to candidates and clients alike. You'll be responsible for delivery, as well as acting as an ambassador for the company. No cold calling – we do things differently here!

### What you'll be responsible for:

- Speaking to candidates over the phone to understand their job search. – perhaps change to say 'to understand more about their job search, what type of role and company they are looking for and what their motivations are.
- Registering candidates over video call and in person.
- Coordinating interviews and sending out interview confirmations.
- Taking feedback from candidates following interviews and sending to clients.
- Advertising roles to various job boards.
- Writing job adverts.
- Taking briefs from clients both in-person and over the phone, negotiating fees, assisting with the preparation of job specifications, assisting with salary benchmarking.
- Attending client meetings.
- Updating the in-house CRM database.
- Assisting with the organisation of roundtable events and networking.
- Prepping candidates for interviews.
- Attending networking events.
- Sending out terms and conditions to clients.
- Setting up temporary candidates on the timesheet portal, sending them temporary contracts and relevant documentation.
- General administration duties.



**Who we're looking for:**

- We are looking for someone whose values matches ours.
- Someone who is as passionate as we are about changing the perception of recruiters. You'll always be looking for different ways that we can add value.
- 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.
- A fantastic opportunity to develop your career within a growing business.
- Flexible working.
- Competitive annual salary & quarterly bonus scheme.
- 25 days holiday + Bank Holidays.
- Option to buy or sell up to 5 days' holiday each year.
- Team incentives.
- Discounted gym membership and wellbeing incentives with Worklife app.
- High Street Discounts.

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