

**** NEW JOB**** A consultancy firm based near Bond Street is seeking a Recruitment Assistant. Paying £25,000. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Recruitment Assistant

Location: Bond Street

Salary: £25,000

Responsibilities:

- Ensuring all scheduling activity is up to date and completed with appropriate rooms bookings made along with ensuring the meeting room calendar is up to date and free of scheduling conflicts
- Upload and amend job descriptions to the company and other website and job boards, whilst managing multiple email inboxes for applications and actioning accordingly
- Greet and administer assessments for candidates of all levels. You will be the first representative of the company a candidate will meet, so it is especially important that you embody the organisation's core values
- Efficient and accurate document scanning, saving, printing, binding and filing, ensuring all candidate material is compliant with GDPR
- Collating and submitting critical paperwork to the appropriate teams
- Assisting team members with report production and analysis, and data collection and management
- Working with internal and external suppliers to ensure thorough preparation and the smooth running of events

Background and Qualifications:

- Previous administrative experience in a recruitment or professional services environment is essential
- Experience of working with an HR system, or job board aggregator would be advantageous
- Exceptional written and verbal communication skills, namely:
 - Microsoft Outlook given the requirement for advanced interview scheduling, diary management, international travel and global conference call scheduling
 - Microsoft Excel/ Office due to reporting demands and need to create and maintain detailed databases, and the creation of a variety of Word documents
 - Microsoft PowerPoint is a core tool for the team and there is a need to produce and refine presentations with tight deadlines

- Previous experience in setting up and managing recruitment related events would be advantageous
- Fluency in English is essential; knowledge of additional – especially European – languages would be advantageous but not essential

Personal competencies:

- Exceptional communication skills, and the ability to professionally manage expectations, drive communication and operate with clarity and transparency
- Proactive and takes the initiative; always exhibiting a can-do approach by being willing to get involved whenever and wherever necessary