

Job description

Recruitment Project Executive

Purpose of role:

- To **support** colleagues with the delivery of a range of recruitment and marketing projects
- To **develop** strong and broad relationships with clients, taking an approach which is both commercial and sustainable

Responsibilities:

Working with the support and guidance of senior colleagues, you will be expected to take responsibility for the following activities:

- Act as a point of contact for clients and candidates
- Attend assignment briefings with senior colleagues and support the development of project plans, taking personal responsibility for a number of actions
- Work with colleagues to develop communications and marketing materials, including liaising with external partners and suppliers
- Proof-read and quality-assure campaign materials
- Produce costed media / cost schedules for clients' approval
- Manage amendments to campaign materials (training in relevant software packages will be available)
- Ensure all materials are approved and quality assured before campaigns are launched
- Liaise with media to make advertising bookings and supply content / artwork as required
- Ensure all project documentation is up to date, which will include working with our candidate / client management tool, Filefinder.
- Undertake research to support recruitment, e.g. researching and identifying prospective candidates
- Produce a range of documents in preparation for client meetings – ensuring accuracy and consistency throughout
- Work with finance colleagues to ensure accurate and timely invoicing
- Attending client meetings, when necessary

Quality Management:

Our commitment to quality requires strong organisational skills and a willingness to develop in depth knowledge of our sectors. As Project Executive you will be required to:

- Ensure information and knowledge is updated onto databases in a timely and accurate manner
- Ensure all queries and enquiries from clients are handled in a timely and professional manner
- Complete all assignment documentation to specific standards using Navigate NDC templates and house styles.

There will also be opportunities for you to contribute to other parts of the business.

This job description is subject to review, and should not be considered as an exhaustive description of the role and responsibilities. You will be expected to contribute to a range of projects as business requirements demand – so flexibility and a readiness to learn new skills and take on new responsibilities are essential requirements.

Person Specification

Recruitment Project Executive

Expectations:

- **Profitability** of key client portfolio
- **Delivery** on time, on budget, and where possible exceeding client expectations
- Organisational **accuracy** and completeness
- **Punctuality** in office hours and at client meetings
- **Parsimony** with expenses/costs, always achieving value for money
- Effective and unambiguous **communication** with colleagues and clients

Key competencies / skills:

- **Commerciality** – ability to understand business imperatives, profit and loss, revenue and margins, and to apply these intelligently to client projects
- **Creativity** – ability to understand the role of creative approaches in achieving client outcomes. Excellent writing, explaining and proofreading skills
- **Flexibility** – able to work productively and co-operatively within a small team, willing to learn new techniques or undertake unfamiliar tasks if required
- **Curiosity** – motivated by a desire to get under the skin of projects, organisations and our business, and willing to share new ideas or concepts with the rest of the team
- **Courtesy** – at all times and within all relationships (media, colleagues, clients) to behave professionally, calmly and constructively
- **Quality** – good attention to detail, numerate and computer literate
- **Organisation** – determination, drive and tenacity, ability to manage multiple projects with multiple stakeholders and ensure deadlines are met, able to remain calm under pressure

Knowledge or experience in any of the following would be beneficial:

- HR / recruitment experience
- Working with Adobe design software
- Using online content management tools
- Copywriting

Navigate NDC is committed to equality of opportunity for all staff and applications are encouraged regardless of age, disability, sex, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.