

**\*\* NEW JOB\*\*** A luxury recruitment firm is seeking a Recruitment Assistant. Paying £25,000 and based near Sloane Square. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: Recruitment Assistant

Location: Sloane Square

Salary: £25,000

### **Principal Accountabilities**

Adhere to processes to ensure consistency of approach process and development opportunities, by maintaining standards.

Provide accurate and consistent information to everyone involved in the process including colleagues, candidates and clients.

Ensuring that spreadsheet integrity is maintained.

Carry out end to end administration activities that sit behind both internal and external recruitment processes in order to deliver a seamless, efficient, accurate and consistent process.

To ensure that staff are aware of important emails or updates

Coordinate candidate start dates and end dates to departments

Send new starter updates every Friday and the day before to managers.

To represent the company at external meetings as required.

### **Other**

May be required to work out of normal office hours and weekends as dictated by needs of the business.

### **Competencies**

Computer Literacy

Excellent time management and the ability and willingness to multi-task.

Flexibility and readiness to adapt to changing priorities

Excellent attention to detail, which will be evident through paperwork and emails completed.

Strong work ethic and unwavering commitment to recruitment standards.  
Ability to perform duties effectively with minimum supervision and guidance.