

Recruitment Administrator

About Eastside People

We are a community of experienced professionals from diverse industries & backgrounds focused on helping not-for-profits build the capacity & impact of their organisations. We do this by providing consultancy and executive recruitment services across the not-for-profit sector.

Summary

The focus of this role is to provide administrative support to our recruitment team and is a great role for someone looking to get into not-for-profit sector recruitment. Bernice Rook heads up our team, and she is supported by two members of permanent staff and up to three consultants. The team supports clients recruiting for a range of leadership roles in the not-for-profit sector, including permanent, interim and board roles. You will be supporting a number of recruitment projects across the team, using great people skills, excellent prioritisation and organisation, and an affinity for IT systems.

Benefits of working with Eastside People

- There are a huge variety of organisations in the not-for-profit sector, and we work across all of them, so our work provides real diversity and interest.
- We have strong social values and a genuine desire to do 'good' work for 'good' organisations, so everything we do has the potential to help change lives for the better.
- We offer flexible and remote working.

Key Information

- Full-time or four days a week
- £26-28k (FTE)
- Bonus up to 10% of salary in line with company scheme and performance
- Location home-based – we have team days at our office in London twice a month, but a hybrid/virtual option would be possible if circumstances make it difficult to attend.
- Reports to Bernice Rook, Head of Recruitment/Director of People
- 25 days holiday plus bank holidays

Overall purpose of the role

Administration to support the efficient and professional delivery of recruitment projects. Key

Responsibilities:

- Compiling candidate information packs for our client recruitment campaigns
- Posting roles on our website and job boards
- Working with our Marketing Manager to organise the social media campaign for each role
- Helping the recruitment team search for candidates on LinkedIn Recruiter or similar applications
- Using our recruitment system, Hireful, to manage candidate applications for roles
- Anonymising and standardising CVs and cover letters to be sent to clients
- Setting up interviews with candidates and the recruitment team
- Ensuring our database, Salesforce, is updated daily with new opportunities, candidate information, role appointments etc.
- Generating reports from our recruitment system, Hireful, to understand data and trends in the recruitment business
- Supporting the Head of Recruitment/Director of People with her administration, including contracts, diary management, etc
- Occasionally supporting the Project Administrator role, such as managing enquiries/leads in their absence, providing additional administrative support for proposal deadlines, etc

Competencies and requirements:

Essential

- A genuine interest in recruitment and the not-for-profit sector
- Advanced computer literacy, especially with respect to Microsoft Excel, Word and database management
- Excellent administrative skills
- Excellent organisation skills
- Excellent attention to detail
- Good interpersonal, oral and written skills and ability to maintain great working relationships with a wide variety of people
- The ability to work unsupervised and as part of a team, with good judgement and the ability to prioritise multiple tasks
- Self-motivation such that you'll proactively seek out work where you can help others

Desirable

- Experience of working within a busy recruitment team
- Experience of using applicant tracking systems or databases such as SalesForce
- A proven ability to identify inefficiencies and implement process improvements by making good use of IT or other suggestions
- Knowledge or experience of the not-for-profit sector

How to apply

Application is by CV and a cover letter, which should indicate why you are interested in applying for the Recruitment Administrator role and how you meet the role requirements.

[Please click here to apply.](#)

It's important that we have a range of experience and styles within our team, and we are especially keen to recruit staff with experiences that are currently underrepresented. If you are from a Black or Asian background, the LGBTQ community, working-class or have a disability – we'd be especially keen to receive your application.

We want you to have every opportunity to demonstrate your skills, ability and potential; please contact us if you require any assistance or adjustment so that we can help with making the application process work for you.

The closing date for applications is 17 November 2023 with interviews taking place towards the end of November/early December.