

CAMPAIGN COORDINATOR

EXECUTIVE SEARCH

Hiring Manager: Zoe Brennan, Operations Manager, Executive Recruitment

If you'd like to have a confidential conversation about this role, please email Zoe.Brennan@penna.com



Penna

ABOUT THE ROLE

Brief

- The core purpose of this role is to provide 360 administrative support to the Executive Search Consultants. To manage the end to end candidate and client search process; develop strong relationships with both clients and candidates through coordinating live assignments whilst providing excellent customer service, supporting on admin, queries, project management, invoicing and credit control.

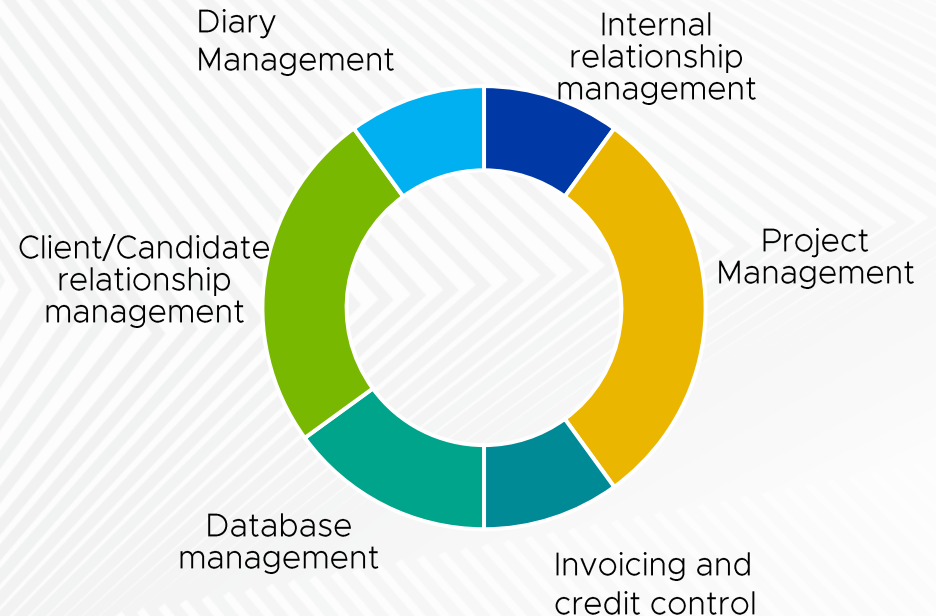
Role Purpose

- To provide administrative support to the Executive Search Consultants in the delivery of assignments and support to business development initiatives
- Manage the client and candidate recruitment process, ensuring deadlines are met
- Produce timely and accurate management information for each project as defined and agreed with the client
- Keep accurate records of charges and in-costs for projects, preparing all information to facilitate accurate invoicing
- Supporting the in-house credit control team to manage invoicing queries

WHAT YOU'LL DO

- Provision of 360 administrative support to all Consultants as required
- Updating the database with candidate, client and assignment information throughout the process
- Relationship building/management with candidates and clients
- Managing candidate applications
- Co-ordinating client/candidate events
- Management and accurate updating and reporting on multiple databases (FileFinder, Concept, and Client Portals)
- Provide timely reminders and information to support candidate and client care protocols
- Prioritise and manage personal workload and give clear updates at weekly team meetings
- Building and maintaining excellent relationships with key internal departments to ensure smooth operational process for both clients and candidates
- Gathering feedback and insight from candidates and clients to inform and improve our approach

A typical week might be



KEY RELATIONSHIPS

PERSONS/COMMUNITIES	NATURE OF RELATIONSHIP
Operations Manager, Executive Recruitment	Direct line manager
Directors, Consultants, Associate Consultants, Researchers, Co-ordinators, Penna Finance Teams and Adecco Legal Team	Key internal relationships

PENNA'S COMMITMENT

We are a family at Penna and believe in fairness and equality across all approaches to recruitment, development, opportunity, and responsibility.

Difference is what unites us, diverse views and identities are what drives our innovation and inclusive culture.

All individuals are recruited on merit and we do not discriminate against anyone based on race, colour, ancestry, religion, sex, national origin, sexual orientation, gender identity, age, marital or family status, disability, Veteran status, and any other protected group.

Our internal programmes and external work with our clients make us proud to be an Equal Opportunity and Inclusive Employer.

If you have a disability or long-term health condition that requires accommodation or reasonable adjustments made during the recruitment process, please let us know by emailing people@penna.com.

Our full guidance and commitment to your application and how we may use your personal information during the application process can be found here: <https://www.penna.com/candidate-care/> and <https://www.penna.com/privacy-policy>

PENNA BEHAVIOURS

All employees within Penna must demonstrate behaviours consistent with the corporate values; Accountable, Supportive, Collaborative and Inspiring as listed below:

ACCOUNTABLE Does what they say they will do	<ul style="list-style-type: none">• Builds open, honest and realistic relationships with customers and colleagues• Reliable and acts with integrity• Determined and passionate about delivery the best• Accountable
SUPPORTIVE Creates an environment where people can give of their best	<ul style="list-style-type: none">• Seeks to understand the needs and concerns of others• Creates a learning environment• Seeks feedback from other in order to learn and develop• Inspires others to achieve their goals
COLLABORATIVE Works as part of one team	<ul style="list-style-type: none">• Pulls together to put the customer first• Support colleagues without waiting to be asked• Helps others succeed and celebrate their success• Actively looks to break down barriers and finds ways to work together
INSPIRING Creates new possibilities	<ul style="list-style-type: none">• Comes to work to make a difference, sets high goals and gives 100% personal energy• Believes in what we do and demonstrates this through actions• Regularly challenges thinking and is open to new ideas and ways of working• Has ambition and confidence to do things in new ways and to create and deliver inspirational solutions