

CAMPAIGN COORDINATOR

EXECUTIVE SEARCH & SOURCING

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

- We're Penna. We help our clients **find, excite** and **secure** the right talent.
- As a Campaign Coordinator, you'll work within our Executive Search and Sourcing team. You'll 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.
- And in return, you'll work with a friendly, supportive team and enjoy all the benefits you'd expect from an organisation with a global network.

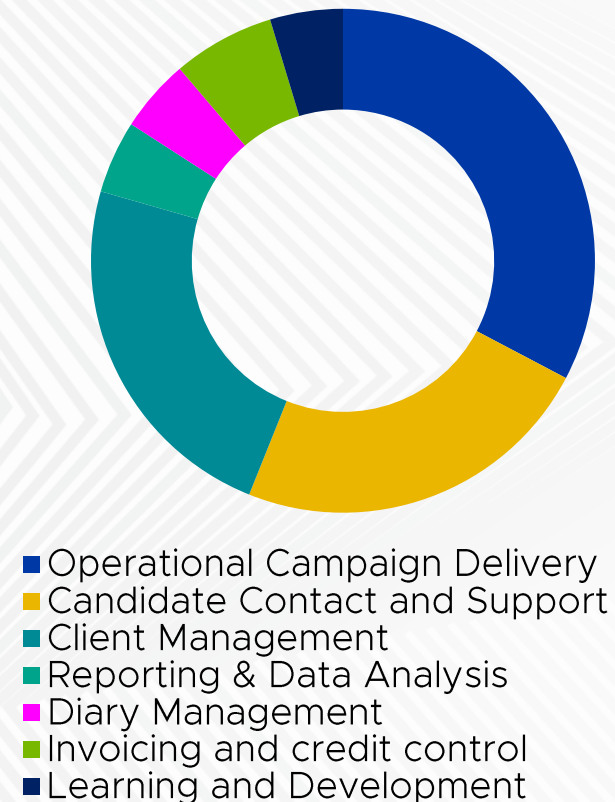
Role Purpose

- To provide administrative support to the Executive Search and Sourcing Consultants in the delivery of assignments, and 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	Line Manager
Directors, Consultants, Associate Consultants, Researchers, Co-ordinators, Penna Finance Teams and Adecco Legal Team	Key internal relationships – you will work with and provide campaign information to a wide range of team members who all work with the same clients.
Clients	Recruitment partner. You will work in partnership with clients to achieve shared recruitment goals, keeping them updated and included on decisions and progress throughout your campaigns

PENNA'S COMMITMENT

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

Diversity Promise

Our promise is to organise our services in a way that is universally accessible and useful for everyone. To do that well, we believe we need to create and sustain a workforce that's more representative of the candidates and clients we serve.

Penna is committed to creating a diverse and inclusive workforce that respects and embraces difference. Our employees and our company thrive when we get this right. We aim to create a workplace that celebrates the diversity of our employees, clients, and the contractors we work with. We will endeavour to create recruitment solutions that work for everyone by including perspectives from backgrounds that vary by race, ethnicity, social background, religion, gender, age, disability, sexual orientation and national origin.

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 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>

Together we are better, together we are Penna.

PENNA BEHAVIOURS

We all aspire and work towards demonstrating the behaviours consistent with the Family 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 of the best• Accountable and inclusive
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