

Job Description: Recruitment Executive

Reporting to:

Head of Partnerships

Purpose:

A dynamic role aimed at recruiting the right individuals under the Consultant Programme to meet the firm's financial growth plans. The role will support with resourcing, stakeholder engagement, project and diary management and will require organisation, accuracy, and a good working knowledge of recruitment practises.

Responsibilities:

- Carrying out CMS tasks
- Resourcing candidates through both firms provided tools and social media self-generation
- Ensure onboarding tasks and approvals for firms are conducted and follow up with stakeholders
- Support the department in stakeholder engagement
- Support and develop improved ways of working
- Help create the right culture for the AIC Group
- Attending meetings and presentations with prospects where required
- Supporting building & managing a pipeline
- Monthly reporting to the board of directors

Requirements:

- Ability to deliver results and hit targets
- Strong verbal and written communication skills
- Ability to communicate and build positive business relationships
- Ability to multitask and meet deadlines
- Ability to prioritise and work effectively
- Strong implementation skills
- Understanding and commitment to the company's core values
- Maintain and nurture stakeholder engagement and collaboration

Cultural Fit with FDR Law:

We are a collaborative team, all passionate about supporting the ambitions of our property lawyers. We pride ourselves on being entrepreneurial rather than corporate and always strive for excellence in all that we do. We provide a supportive, fun place to work, creating regular opportunities to socialise together as colleagues, both virtually and in person. So, whether you are building your career or bringing years of experience you will be joining a team that's ambitious, welcoming and committed to helping everyone succeed.

Contract Details:

- Normal Place of Work – The candidate will primarily work from home but may be required to work from an office or any other location within a reasonable travelling distance, on a temporary basis
- Training – Initial training delivered in Peterborough or London and candidate must be available to regularly attend in person for the first month of employment with ongoing training delivered online
- Remuneration - Salary up to £28,000 depending on experience plus generous bonus scheme
- Normal hours of work - 35 hours per week (9.00am – 5.00pm with 1 hour for lunch) but would consider part time for the right candidate
- Holidays - 23 days per year in addition to the usual statutory and customary holidays