



JOB DESCRIPTION

Title:	Recruitment Assistant
Hours:	9.30 am to 5.30 pm, and as required, flexible applications considered
Working week:	Monday to Friday
Reports to:	Head of Talent Attraction & Recruitment
Department:	People & Culture
Purpose of job:	As the Recruitment Assistant you will work closely with the Head of Talent Attraction & Recruitment, Recruitment Advisor and Early Talent Advisor providing full administrative support.
The People & Culture Team:	The People & Culture team play a key role in delivering the Firm's strategy by attracting, developing and retaining key talent. The team is inclusive, friendly and hard working. They are driven to provide high quality client service and work collaboratively with each other

Key Responsibilities

- Provide recruitment administration and coordination support across all live vacancies, working closely with the Head of Talent Attraction & Recruitment, Early Talent Advisor and Recruitment Advisor.
- Support the end-to-end recruitment process for Early Talent hiring, including graduate and apprenticeship programmes.
- Manage and maintain candidate records within the Applicant Tracking System (Candid), ensuring all recruitment activity is accurate, compliant and up to date.
- Advertise vacancies across the firm's website, social media channels, job boards and other relevant platforms.
- Coordinate candidate interviews, including diary management, scheduling, room bookings and virtual meeting arrangements.
- Prepare and distribute interview packs, assessment materials, case studies and supporting documentation for interview panels.
- Meet and support candidates during assessment and interview processes, ensuring a professional candidate experience.
- Assist in the planning and delivery of attraction initiatives, including careers fairs, insight days and other Early Talent events.
- Support with the coordination, administration and assessment of the firm's work experience programme.
- Process and track recruitment invoices on a weekly basis, ensuring accurate record keeping.
- Respond promptly to recruitment enquiries received through Outlook, the People & Culture service desk, phone calls and speculative applications.

- Assist with new starter onboarding activities in partnership with the wider People & Culture operations team.
- Maintain recruitment records, archiving and filing systems in line with GDPR and data protection requirements.
- Provide general administrative support and contribute to wider People & Culture projects and initiatives as required.

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, material changes will not be made without full consultation with the post-holder.

Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

PERSON SPECIFICATION

Job Title: Recruitment Assistant

	<u>Essential</u>
Knowledge and Technical Ability:	• Experience in an office based administrative or coordinator role • Can demonstrate excellent administration and organisational skills • Shows a genuine interest in recruitment • Excellent diary management skills and experience of working within a very busy, deadline driven environment. Comfortable dealing with changing priorities • Comfortable working with systems and data for reporting purposes • Clear written and communication skills – takes care with written work to ensure accuracy and attention to detail • Has a keen interest to develop knowledge and broaden their skill base to contribute to the business
Client Care:	• Ability to build strong internal relationships and work collaboratively with a broad range of stakeholders as well as external agencies and candidates • Has a high standard of work and ability to complete work within agreed time-scales • Proactive approach to managing flow of work • Ability to remain calm under pressure and in demanding situations • Clear, calm and professional email and telephone manner • Ability to work in a proactive and collaborative manner
Firm Wide Skills:	• IT proficiency including good knowledge of Outlook, Word and Excel and ability to learn any other core systems implemented by the Firm • An understanding of the importance of client confidentiality, information security and data protection and act accordingly • Interest in developing an awareness of the firm's business
Attributes:	• Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity, Fairness, Understanding and Commitment • Demonstrates a professional, positive and proactive "can do" attitude • Takes a cooperative approach within a team and is willing to help others and promote positive team relations • Excellent listening skills • Self-motivated • Reliable with excellent timekeeping.

All applicants who are offered permanent or long-term employment, or partnership, will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.