

Recruitment Coordinator - Experienced Hire

EVERSHEDS
SUTHERLAND

About Eversheds Sutherland

Eversheds Sutherland represents the combination of two firms with a shared culture, values and commitment to client service excellence. We are each known for our commercial awareness and industry knowledge and for providing innovative and tailored solutions for every client.

As a full service law practice, we act for the public and private sector across the UK, Europe, Middle East, Africa, Asia and the US providing legal advice to clients across the Company Commercial, Employment, Labour & Pensions, Litigation and Dispute Management, and Real Estate practices.

With **74 offices** across **35 countries** worldwide, we have become one of the largest law practices in the world and a great place to work and develop your career.

The Group

International Operations is fundamental to the success of our organisation, with teams working internationally to provide critical business expertise for our lawyers and our business alike.

We offer fulfilling careers across all areas including Finance, IT, Marketing, HR, Compliance and many more areas. These teams are at the core of our organisation and are key to Eversheds Sutherland's continued success as a top 10 global law firm. Whether you're starting your career or an established professional we offer a variety of opportunities that allow you to grow in your chosen career.

We are proud of our culture and the values that guide our behaviour: **Collaborative, Creative, Professional, Inclusive, Open**

These key five values underpin everything we do they, sit at the heart of our culture, define how we behave, individually and collectively, as we work to deliver on our purpose.

We support the learning and development of all our people at Eversheds Sutherland, engaging you at every stage of your career. Complimented by on the job learning, our formal courses support our people to excel in their role

Our firm continues to grow creating exciting, challenging and diverse career opportunities.

The Team

The Experienced Hire recruitment team is responsible for a broad range of hiring across our Legal and International Operation teams. Working as part of a team of five Recruitment Consultants, a Resourcer and one other Co-Ordinator, you'll play a key role in bringing in ensuring a wide range of administrative tasks are undertaken to support the smooth running of the team

Key Responsibilities

- Producing a variety of reports on a weekly, fortnightly and monthly basis ranging from new vacancy approval requests to end of month recruitment accruals.
- Ensuring all recruitment data is up to date and accurate
- Taking ownership of all recruitment invoices and any related queries from third parties and our internal finance teams.
- Liaising with candidates and stakeholders to book interviews using our in house recruitment system and Outlook
- Arranging and facilitating candidate assessments
- Taking ownership of the internal referral administrative process – distributing CVs to Recruitment Consultants and sending monthly payments to the Payroll team.
- Ensuring recruitment collateral is up to date and brand compliant
- Ad hoc project administration and coordination

Skills and Experience

- Attention to detail and good time management skills are a must in this role. You will be given the autonomy to manage your own workload and day.
- A can do attitude is also essential. We are a very collaborative team, where everyone has a voice and your input will be valued.
- Ability to work effectively with colleagues from a variety of backgrounds and experience levels.
- Comfortable using Microsoft Outlook, Excel and Powerpoint

Diversity and Inclusion

At Eversheds Sutherland, we recognise that having diverse talent across our business brings many benefits, and we are committed to accessing a wide range of views and thinking in all that we do. A culture of inclusion, where each person feels able to be their true self at work and reach their full potential is key. We recognise that bringing together the perspectives of individuals of all backgrounds, life experiences, preferences and beliefs is critical if we are to serve our global client base, people and communities as a leading global legal practice.

Should you require any reasonable adjustments to enable participation in the recruitment process, please contact us so that we can discuss how best to assist.

We are open to considering flexible working options for our vacancies. Whilst we are not able to offer flexible working across all of our roles, many of our people work flexibly in some way, and we would encourage you to talk to us about this during the hiring process if you would like to explore further.

We are a LGBT+ inclusive employer and are Stonewall Corporate Champions.