

STEWARTS

Job description

Job title:	Recruitment Administrator
Reporting to:	Recruitment Manager
Department:	HR
Purpose of role:	Responsible for assisting the Recruitment Manager with the end-to-end recruitment of all fee earning and business services staff, working in line with our Recruitment Strategy and our Diversity and Inclusion Strategy. The successful hire will be the first point of contact for Recruitment, building strong relationships internally and externally.
	Permanent, full-time
Reviewed:	July 2025

Job responsibilities:

- Act as the first point of contact for any recruitment related queries
- Manage the careers inbox
- Advertise roles internally and externally
- Liaise with the business, agencies and direct candidates to set up interviews
- Collate feedback
- Track all recruitment activity on Excel spreadsheets
- Run recruitment, D&I and ad hoc reports
- Keep spreadsheet of our terms with agencies up to date
- Prepare offer letters and contracts
- Process invoices and expenses
- Participate in ad hoc recruitment and HR projects, as and when required
- Assist with the implementation of an Applicant Tracking System
- Help run our work experience programme with the Social Mobility Foundation
- Help organise recruitment events
- Use LinkedIn recruiter and other search tools to find direct candidates

General skills:

- Proven administrative experience preferably within professional services
- Excellent IT skills (in particular Excel) and the ability to pick up new systems quickly
- Well organised, uses initiative, prioritises appropriately, proactive, shows attention to detail, manages own workload and meets deadlines
- Demonstrates excellent verbal and written communication skills and interpersonal skills (respectful, positive, articulate, professional and sympathetic)
- Delivers recruitment services with a "can do", and when necessary, "hands on" approach
- Shows commitment, passion and enthusiasm
- Is a positive, reliable and supportive team player
- Reflects the firm's culture and represents the firm appropriately