



Executive
Assistant

Welcome

Dear Applicant,

Thank you for your interest in joining our growing team at Starfish Search.

We use our integrity, insight and skill to bring leaders together with organisations who share their values. Now appointing more than 200 people every year, this is a particularly exciting time to join us. Our consulting team has grown significantly this year and we have recently completed a review of the structure and roles in our crucial support team. We're poised for further growth and expansion and are also developing our corporate capability beyond this.

A fast-growing executive search and interim management firm, we are a strong and close-knit team united in our aspiration to make a positive difference to society. Our clients – from Co-op Group, to Blenheim Palace, to Cancer Research UK, RNIB and the Royal Borough of Kensington & Chelsea – choose us because they know our passion for finding the right leaders is grounded in personal commitment and relentless focus on quality.

We work across different sectors, including leading commercial organisations, influential trade bodies, regulators, local authorities and charity household brands. With strong advisory credentials, our work is firmly grounded in quality of professional advice, insight and partnership.

We're looking for new colleagues with experience of working in a service-delivery environment or other relevant setting who can support the delivery of varied appointments processes while maintaining an overview of activities across busy practice areas. You can expect to play a vital role in our company's success through your outstanding project administration skills and ability to handle a wide range of tasks, from assignment planning, to candidate liaison and diary management. We're looking for people who understand what excellent customer care really means, have sharp attention to detail and an ability to manage competing priorities.

You will be part of a committed team, building strong and positive colleague relationships and bringing your excellent organisational skills to bear. A dedicated professional with a reputation for inspiring trust and confidence, you will enjoy being part of a fast-paced environment and will be both positive and personally flexible. In return, we're offering an unrivalled opportunity within the recruitment industry to join a highly respected team poised for further growth and expansion.

At Starfish Search, we are proud to stand out from the crowd and are looking for other people who want to contribute to social change and progress. You can read more about who we are and what we do by visiting www.starfishsearch.com

If you believe you have the skills, experiences and qualities we are looking for, we look forward to hearing from you.

Juliet Taylor
Chief Executive

Role Profile

Role purpose

To provide high-quality administrative support to the assignment team.

Main responsibilities

- Work at the heart of a busy assignment team to support the completion of senior recruitment projects to the highest standards of quality and professionalism.
- Maintain an overview of live assignments within the assignment team and work within the team to anticipate demands and ensure that team members are aware of requirements / deadlines.
- Manage the team's diaries to ensure that client commitments are met and that team time is managed smoothly and efficiently.
- Ensure candidate applications are logged accurately and thoroughly.
- Arrange interviews, client meetings and business development meetings.
- Format major client reports including longlist and shortlist reports.
- Act as first point of contact for candidate care during assignments.
- Provide ad hoc administrative support to the team as required such as filtering telephone calls, note-taking as needed and inbox management.

Who we are looking for

Knowledge and Experience

- Successful track record of supporting and assisting small teams, or gained as a PA, EA or senior administrator within a professional setting.
- Experience of handling competing demands, ideally in a fast-paced environment.
- Experience of working within a strong team to deliver agreed objectives.
- Track record of engaging effectively at all levels of a company and of handling sensitive information.
- Advanced knowledge of MS Office programmes.

Skills and behaviours

- Excellent interpersonal and relationship skills and inspires trust and confidence.
- Flexible and adaptable team player who is comfortable working under pressure.
- Excellent attention to detail and can manage competing priorities in an environment where client / candidate experience is prioritised.
- Punctual, reliable, diligent and operates with a high degree of professionalism and commitment.
- Works with integrity; has an open style and accepts personal responsibility.

Starfish Main terms and Benefits

Salary: The salary band for this role is £24,000-£36,000. Appointments are initially offered between £24,000 and £28,000 dependent on experience. The role offers excellent scope for development and progression with salaries reviewed annually at mid-year based on performance.

Annual Leave days: 25 days annual leave plus bank holidays.

Pension scheme: Up to 5% matched contribution.

Death in service cover: 4 x annual salary.

Private Medical scheme: Access to private medical scheme on completion of probation.

Privilege days: Your employment with Starfish includes a number of privilege days:

- 1 additional day's annual leave per year for your loyalty to the company at 2 year, 4 year and 6 year milestones
- Either:
 - 1 volunteer day – if you want to commit to the charity of your choice the company will celebrate and promote your contribution or;
 - 1 wellness day per year – where you can rest, relax and recharge your batteries: perhaps celebrate your birthday

Company early finish Friday: we all know that being a great recruiter is hard work so once per quarter we will all finish at 15:00 on a Friday.

Salary sacrifice scheme: Starfish Search wants all colleagues to remember there's a big world out there. For our roving colleagues who have big travel plans we offer a salary sacrifice scheme to purchase additional holidays.

Annual Bonus: All roles are eligible for consideration for annual bonus.

Travel fund: When you've been part of our team for five years we will contribute £1,000 towards your next travel adventure.

Monthly luncheon discussion clubs: Our team at Starfish thrives on a vibrant working culture and a strong sense of belonging. We organise frequent lunch clubs to give colleagues time to get to know each other while supporting team and individual development.

Development opportunities: Retaining our talent is our number one priority and that means we are committed to your personal and professional development. We will always consider reasonable requests for time off to study and will support training for excellence in our professional disciplines.

Colleague recognition awards: as part of our inclusive social calendar we celebrate colleague achievement with a voucher scheme.

Daily travel support: We can offer an interest free season ticket loan of up to £5,000 per year to spread the cost of your annual travel ticket.

How to apply

To make an application, please email us at EARecruitment@starfishsearch.com with:

- Your CV.
- A covering letter that tells us why you think this role is the right move for you and responds to what we are looking for.

Our commitment to Diversity & Inclusion

Starfish Search is committed to building a diverse and inclusive business that supports people to reach their full potential. We actively encourage applicants from underrepresented groups. If you need any adjustments made to the application process to accommodate your needs, please let us know.

Closing date for applications is 30th September 2022.

We apologise that we will only be able to contact candidates who are successful in progressing on this occasion.

