

Executive Search and Administration Support

Date:	7 February 2023
Reports to:	Founders
Direct Reports:	None
Location:	Sydney CBD and remote from home

Overview

The Executive Search and Administration Support has responsibility for supporting the business from an administrative point of view in an efficient and effective manner.

Responsibilities

Search support

Project manage the search process from beginning to end, following up with team on actions and deliverables to ensure deadlines are met.

- New business:
 - Ensure business enquiries are responded to immediately and a face to face meeting (or Teams / call) are scheduled as required
 - Prepare background documents for consultant containing information from ACNC, organisations website etc.
 - Add details to Pipeline in Monday.com
 - Add job, organisation and contact details to CRM (JobAdder) or if returning business, ensure details are up to date and correct.
 - Update G drive as opportunity moves from prospect to 'job on'/'lost'
- Jobs on – Discovery and Documentation Phase:
 - Ensure all service agreements are returned and saved to the drive.
 - Ensure client imagery / logos (hi res) are obtained from the client and stored in the drive for use on collateral and social media.
 - Update timeline when necessary
 - Organise meetings with client and candidates
 - Capture information from candidates enquiring about roles and effectively respond or pass the information onto the consultant.
 - Ensure time is blocked in consultant's diary for discovery, interviews, short list preparation and follow up calls / meetings etc.
 - Set up all discovery call meetings / video or phone calls.
 - Ensure relevant collateral is prepared for each assignment, including role summary, position description, scorecard, communications plan, shortlist report, longlist report (where required), reference check guide, interview guide.
 - Ensure advertising channels are agreed / understood and post opportunities to the relevant job boards and websites.
 - Ensure advertisements are taken down at the appropriate time including from the PfP Website.

Responsibilities (continued)

- Jobs on – Interview Phase:
 - Schedule all internal interviews for consultants by phone and follow up with email confirmation and calendar invitation.
 - Schedule all Round 1 and Round 2 interviews for the client by obtaining panel contact details, availability and location then liaising with candidates and confirming interviews by email and calendar invitation.
 - For jobs conducting Lumina Profiling, ensure Leadership Space briefing document is completed, competencies chosen by client and shared, reports received, and client debrief is booked.
 - Book Round 1 interview debrief session with client and Consultant.
 - Update JobAdder / Monday.com throughout the search process.
- Jobs on – Offer/Placement Phase:
 - Support consultant to obtain referee contact details,
 - Schedule reference check calls where appropriate and draft report
 - Create Placement record in JobAdder and remind consultant to send congratulations email to placed candidate using JobAdder template
 - Add client to folders (e.g. QLS, potential speaker etc) as directed by Consultant
 - Send closing email containing feedback survey and requesting final salary information, start date and new email address if necessary. Enter details on JobAdder. Chase feedback survey results.
 - Diarise touchpoint dates in Consultant's calendar at 3 months, 6 months and 12 months.

General

- Database management of candidate and client information (Job Adder)
- Where necessary proof-read documents for consultants.
- Proactively manage diaries, liaising with Consultants regarding availability, clashes. Ensure all information relating to meetings is within the diary entry including phone numbers/zoom links.
- Ensure team members are prepared for meetings (team meetings, client and candidate meetings etc) including room/venue/catering bookings and documentation
- Provide regular administrative support including, postage, filing, shredding, maintaining office supplies.
- Ensure confidentiality at all times.
- Ensure phone is manned at all times during business hours. Ensure phone is forwarded and unforwarded as required.
- Greet candidates and clients
- Ensure the office is presentable and reflective of our brand at all times
- Work with Work Club Concierge team to book rooms / facilities

Remote working

- Ensure 'Teams' links are entered into calendar entries
- Ensure collaboration tools (e.g. Monday.com) are kept up to date and information is communicated to the team in a timely manner.

Position Description

Personal requirements

Experience

- Minimum of 3-4 years' experience in an administrative/ support role
- Experience with complex diary management
- Experience in managing a CRM database (preferably JobAdder)
- Project management experience

Skills

- Confident approach to managing up
- Intermediate skills using Google and Microsoft Office suites
- Understanding of WordPress, Mail Chimp, Survey Monkey
- Knowledge of social and digital media and platforms e.g. LinkedIn
- Strong formatting skills with an eye for detail/aesthetics (graphic design a plus)
- Strong communication skills, with maturity and confidence to interact with a range of individuals including senior executives
- Good time and project management skills with the ability to manage simultaneous, often conflicting tasks

Behavioural Skills

- Proactive with great attention to detail
 - Have a growth mindset
 - Highly organised and efficient
 - A resourceful, adaptable team player, capable of working independently
 - Respectful of a range of beliefs
 - Problem solving mindset
 - Professionally presented
 - Display integrity and respect confidentiality
 - Self-starter with a "roll up your sleeves" attitude
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