



Talent Acquisition Coordinator – 12 month FTC

Ashurst's (People & Culture Department), Glasgow

Recruitment

About Ashurst	<p>Ashurst is a leading progressive global law firm with a rich history spanning more than 200 years. We are proud of our history and are future-focused, having expanded into new technologies through our NewLaw division, Ashurst Advance, and our consulting arm. Our in-depth understanding of our clients and commitment to providing excellent standards of service have seen us become a trusted adviser to local and global corporates, financial institutions and governments in all areas of commercial law. To find out more please visit www.ashurst.com.</p>
Department/Role overview	<p>Our Talent Acquisition team is dedicated to finding the best people for the firm and providing top-tier service to our stakeholders. Our UK team is based across London & Glasgow, the team manage the end-to-end recruitment of all legal, business support and partner roles on a national basis.</p> <p>We're a close-knit, fun team with a national and international presence and a strong track-record and rapport within the firm We are looking to hire an enthusiastic Talent Acquisition Resourcer to join our team in Glasgow on a 12 month FTC to cover Parental leave. We expect the 12 month FTC to commence in August 2024.</p>
Main responsibilities	<p>This role will be dedicated to providing administration support our team UK team. :</p> <ul style="list-style-type: none">• Supporting the UK Talent Acquisition team with interview scheduling (Legal, Business Services, Risk Advisory & Partner recruitment)• Maintaining and updating the candidate management systems and files• Liaising with external recruitment agencies throughout recruitment processes• Developing market maps and candidate pipelines through a range of platforms including LinkedIn Recruiter• Reaching out to passive candidates and engaging with them over an extended period of time• With the help of our Recruiters, coming up with innovative sourcing strategies to find talent in competitive and niche fields• Supporting/designing marketing campaigns to enhance the company's market presence and attract candidates• Reporting on market information and results from mapping/headhunting activities

	<ul style="list-style-type: none"> • Working on various ad-hoc projects for the recruitment team <p>Risk and Control: Ensure that all activities and duties are carried out in full compliance with our regulatory requirements and internal policies.</p>
<p>Essential skills and experience</p>	<ul style="list-style-type: none"> • Ideally you will have administration support either within a recruitment or professional services environment • Highly motivated and passionate • Outstanding interpersonal skills (verbal and written communication, relationship building, stakeholder management, customer service) • Excellent attention to detail • Ability to organise and prioritise workload • Ability to work autonomously and within your team or project group
<p>Desired skills and experience</p>	<ul style="list-style-type: none"> • Experience of using recruitment technology (CVMail or other applicant tracking systems) • Previous legal or professional services experience would be advantageous
<p>Background checks</p>	<p>In order to comply with regulatory and client requirements, Ashurst will undertake appropriate vetting of staff. When applicants accept a job offer, Ashurst, alongside a specialist provider, will undertake professional verification and background checks. These checks are only undertaken with consent, and in accordance with our legal and regulatory obligations.</p>