

Employment opportunity


Recruitment Executive

Research Partnership is the largest independent healthcare market research and consulting agency in the world, headquartered in London. We have a team of over 200 researchers, consultants and project managers, as well as support staff (Finance, Marketing, People team, etc.) located around the world, with ambitious plans to continue to grow the business.

An opportunity has arisen for a Recruitment Executive to join our People team. The Recruitment Executive will report into the Recruitment Manager and support the delivery of recruitment activities, projects and processes primarily for Research Partnership's London headquarters, but also encompassing some international recruitment activities in our global offices (USA, France, Singapore).

The role will have responsibility for a variety of different recruitment activities using a range of different tools, these will include:

- Managing junior and entry-level recruitment processes (including taking ownership of the annual graduate recruitment campaigns)
- Data acquisition and processing
- Market mapping
- Passive candidate engagement (using a variety of platforms, including LinkedIn Recruiter)
- Managing direct recruitment advertising response
- Representing Research Partnership values in all interactions with external parties
- Liaising with candidates and recruitment suppliers to schedule interviews
- Handling post-offer candidate admin (e.g. drawing up contracts, arranging new starter inductions etc.), alongside HR Manager
- Conducting initial screening interviews with candidates
- Coordinating graduate assessment day interviews.



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We are looking for an enthusiastic, diligent and motivated individual; with prior experience in a recruitment position (either in-house or in an agency context).

Key requirements for the position:

- 1 year + experience in recruitment (either in-house or in an agency), ideally within the market research sector
- Demonstrable experience of identifying and engaging with suitable candidates
- Ability to understand complex role profiles
- Experience negotiating salary/benefits package with new hires
- Works in a collaborative fashion as part of a team
- Strong organisation skills and ability to prioritise tasks effectively
- Proficiency with MS Office package (Outlook, Word, Excel)
- Degree-level education

Further information:

This is a full time role (37.5 hours a week), based at our fantastic HQ location in Fulham Green, directly opposite Putney Bridge in London; which boasts free state-of-the-art gym with showers, on-site café, outdoor cinema, panoramic river views, landscaped gardens and regular social events.

About Research Partnership:

Research Partnership has a collaborative, friendly culture with an expert, highly ambitious team of client-facing researchers, consultants and project managers. The People team in which the Recruitment Executive will fit is newly-formed and currently consists of 5 people and partners with all areas of the business to support their recruitment needs.

As an expanding business, there will be lots of opportunities to achieve positive outcomes to help deliver recruitment assignments across the business.

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