



<https://www.fdcapital.co.uk/job/recruitment-assistant-business-development/>

## Talent OutReach / Recruitment Assistant / Business Development

### Description

FD Capital are a [FD and CFO Recruitment boutique](#) we are currently looking for an assistant to join our team.

Previous recruitment experience is very desirable but your attitude is more important. We are looking for confident people, with good English skills. You must have a strong work ethic and take pride in everything you do.

The role will involve

- Prospecting for candidates on LinkedIn
- Updating and maintaining our CRM system
- Out Reaching to candidates to find out their availability and to arrange interviews
- Out Reaching to companies who have visited our website to attempt to engage with them and to encourage them to explore recruitment roles with us.
- General Admin tasks.
- Covering Chat Support.

This role is fully remote and we are open to recruiting from Eastern Europe including Ukrainians displaced by the conflict.

We are flexible on your working hours, so ideal if there is a time difference (within reason) or you have family commitments. You need your own PC, Phone and a good internet connection.

We focus on the London senior Accountancy recruitment market, so any candidate needs to have some appreciation of the UK and Accountants.

### Responsibilities

Contacting potential candidates and employers via LinkedIn.

### Qualifications

Good English Skills

Graduate Education.

### Contacts

To learn more about FD Capital visit our website at <https://www.fdcapital.co.uk>

### Hiring organization

FD Capital Recruitment

### Employment Type

Full-time, Part-time

### Beginning of employment

8th August 2022

### Duration of employment

Perm

### Industry

Recruitment

### Job Location

Remote work possible

### Working Hours

9-5pm UK time or 10-3 UK time

### Date posted

May 25, 2022

### Valid through

31.08.2022