

Our company is growing rapidly and is looking for a manager support. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for manager support

- Monitor campaigns to be done
- Owns individual relationships with applicants where possible, within remit and supports and nurtures candidates through their recruitment journey
- Assesses suitability of candidate and books interviews and coordinates the booking requests for Outreach events, Assessment events, and Specialist interviews where appropriate
- Understands current army recruitment priorities and schedules applicant's in line with these priorities and give an excellent impression of the Army and the RPP
- Updates candidate record accurately and timely
- Ensure candidate is progressed in line with RPP policy
- Liaise with all stakeholders within the Recruiting Group community (Selection Centre's, Army Careers Centre's etc)
- Working with the heads of sourcing, defining and implementing QA process for sourcing projects to identify areas for improvement
- Working with strategy, policy and change to provide and prepare document for internal and regulatory reviews
- Ensuring that all sourcing projects meet the minimum regulatory requirements of the standard process with all appropriate evidence completed and stored in the appropriate system

## Qualifications for manager support

- Ability to create customer report in Japanese and technical reports in any

- Excellent verbal and written communication skills including the ability to provide regular updates (verbal and written) to Corporate Executives
- Program/project management of critical issues in a cross-functional environment that includes working with sales, customer and partners to resolve complex and critical issues
- Native level of Japanese and high business level of English
- A “whatever it takes” customer-first attitude and a willingness to go the extra mile to foster customer success
- Experience as Escalations Engineer, Technical Account Management, Engineering Management, Customer Support Management, or similar roles is a plus