

eLeMed



# CANDIDATE MANAGER

FINSBURY SQUARE, LONDON  
WE OFFER 2 DAYS HOME OFFICE!

WILL CONSIDER REMOTE FOR HIGHLY  
EXPERIENCED CONSULTANTS



# WHO ARE WE?

At Elemed, we recruit the people that get amazing medical technology to patients all over the world. From life saving products such as artificial hearts to innovative cancer fighting radiotherapy machines, the people we place truly change lives and we are proud to be a part of that.

Our clients range from startup companies of 5 people, to global corporations with locations all over the world. Today, our focus is roles based in the major European markets like Switzerland, France, Germany, NL and our aim is to become the overall EU market leader in medtech talent management.

Elemed is now 5 years old and we are in a seriously exciting time of our journey as we look to scale and grow to meet unprecedented market need.

Our recruiting style is focussed on building and converting long term relationships with our candidates and companies, providing excellent candidate and customer experience and nurturing talent, not only when they are looking for a job but throughout their careers. We do this through our unique community led initiatives like Elemed mentoring academy, our podcast, our exclusive Community group and more.

## WHY JOIN US?



No red tape, no company politics and a fast moving decision making process



Economic stability - even though we are a small enterprise, we have enough money in the bank to fund our ambitious growth plans.



Flexibility - we believe in playing to everyone's strengths and shaping the role around your key skills



A chance to really help build something, and have an impact on the future of our business



Minimal admin - we want as much of your time as possible to be focussed on recruiting and relationship building and we have cut away almost all of the admin side of the job (we have a really cool tech stack to facilitate this)



A huge opportunity to fast track your career as the team and company grows



# OUR VALUES



## FORWARD THINKING

We do things differently. We find creative and innovative solutions for our community. We lead the way.



## COLLABORATION

We are a team with a common purpose. We share, we support, we celebrate. Collaboration is the key to our success.



## STRIVING FOR EXCELLENCE

We don't settle for average. We work hard to exceed expectations. We are passionate about everything we do.



## HONESTY

We believe in transparency and two-way communication. Be straightforward, upfront and supportive.

# YOUR MISSION

As candidate manager you will be responsible for creating an exceptional candidate experience with our community. You will be the face of the company towards candidates within your specific market. Your mission will be to build relationships, network and recruit potential candidates within your market for our exclusive open roles.

We strive to be ethical, knowledgeable, and a genuine partner not only to our customers but to our candidates. You will be expected to uphold those values whilst becoming a valued member of our team. This role is targeted, and you are expected to meet those targets.

# RECRUITMENT RESPONSIBILITIES

- You will inherit a warm desk and be responsible for nurturing and developing these relationships, with our talent community
- Running search campaigns both online, on the phone, and by using your own creativity to identify candidates within the market
- (Creative) Headhunting and market mapping (figuring out who works where and who knows who) to establish yourself as the “go-to” talent scout in your market
- Keeping a finger on the pulse of Mergers, Acquisitions, and anything that might lead to movement within the market, headhunting and reaching out to candidates to propose them new opportunities
- Managing contact with candidates; i.e messaging, initial prescreens, through to offer negotiation and start date follow up
- Providing interview coaching, general career advice and proposing other Elemed solutions such as Elemed Mentoring Academy to our talent pool
- Converting target cold candidates to warm candidates within our community
- Using our customised CRM to manage, update, record and document all conversations, candidate records and actions.
- To uphold the company's values and service
- Drive leads into the client-facing team through CV profiling, reference checking, candidate interviewing and questioning.
- CV preparation and own administration
- Any other relevant ad-hoc duties as required by the Director

# SUCCESS

*How is the role measured?*

Number of  
placements

Fees generated  
in comparison  
to targets

Ratios (CVs to  
interviews,  
interviews to  
placements etc.)

Time to fill

Candidate NPS  
feedback

Leads  
generated

## WHAT WE ARE LOOKING FOR

This role is perfect for someone who loves working with people, building relationships and problem solving. If you love the challenge of finding needles in the haystack and sophisticated searching, but don't want to do "hard sales", we'd love to hear from you.

Honest, upfront and direct communication style

We are open to two profiles: either you are from scientific educational background with some experience in any given industry. OR- you come from a sales or customer service background.

Experience covering international/european markets

Resilient, creative, curious, process driven, and able to build relationships

Motivated to work in a fast paced sales environment.

Ideal: you speak a second language

Consistent placements over minimum of a 1 year period

eLeMed



If you think you can  
bring any of the above to  
Elemed we would LOVE  
to hear from you!

If you are interested in this exciting role, please  
send your application directly to  
[tamanna@elemed.eu](mailto:tamanna@elemed.eu)

Good Luck!

