



Recruitment Coordinator – Talent Team

This is a great opportunity for an individual who wants to help drive the “people-engine” of the most successful independent consultant firm in the world. If you are a strong relationship builder, naturally collaborative and motivated to help others and exceptionally structured, this role could be for you! We offer lots of opportunities to grow while working with an amazing team of highly motivated and professionally accomplished consultants (all from world-class organisations) across multiple offices.

Eden McCallum

Eden McCallum is a strategy consulting firm with a deliberately agile approach, bringing our global team of independent consultants together to help clients resolve their most crucial management challenges from strategy to transformation. Our in-house Senior Partners shape and lead every project, ensuring quality, consistency, and value. The Talent Team, working closely with the Senior Partners, will craft a team of independent consultants with the optimal skills, experience and ‘fit’ for our clients, supported by our in-house Analysts, and extensive expert network to bring unique expertise.

Eden McCallum has delivered more than 2,500+ projects in strategy, operations, transformation, digital and organisation, working in all major sectors and regions of the world. Our clients include a third of the FTSE100, a third of the world’s largest private equity firms, and 50 of the global Fortune 500, and many mid-sized corporates. Established in 2000, Eden McCallum operates from offices in London and Amsterdam.

Role of the Recruitment Coordinator

The Talent Team lead our relationships with our independent and inhouse consultants and the People-side of our business. The Talent Team is mainly focused on consultant activities, including recruitment, selection, onboarding, learning & development, staffing and relationship management - ensuring both our inhouse as well as our independent consultants have the best possible experience while working with us.

Talent management is key to our organisation as our core business is dependent on having and finding the right consultants in our talent pool, the Recruitment Coordinator plays an important role in this by reviewing incoming CV’s, scheduling interviews and reference calls. To ensure our consultants have the best experience and want to work with Eden McCallum, other key responsibilities include onboarding new joiners and managing our talent pool by ensuring key information is kept up to date. The Recruitment Coordinator focuses on recruitment and onboarding of both our independent as well as our inhouse consultants, who are part of our Analyst Programme and recruited yearly.

Next to these core recruitment activities, you will also: be an important source of support for our consultants on projects (including ensuring they have the project start information they need, access to experts and advisors during projects, and coordinate project feedback at the end); lead our quarterly consultant review processes; and support other business activities when needed.

Relationship management is part of all aspects of the role, and you will be an important point of contact for our consultants including leading the organisation of our consultant events and consultant communications. You will also collaborate with many other people in the organisation, not only within the Talent Team but also as a linking pin to Client Partners, Assistants, and other staff to ensure a seamless flow.

We are currently looking to recruit someone for our Amsterdam-based Talent Team, whose responsibilities would cover talent management primarily in the Netherlands, but who would also support our activities in the UK, as required.

Ideal Profile

Attributes:

- Ability to communicate clearly, concisely, professionally, and persuasively, both internally and externally at all levels. This includes well-developed verbal and written communications skills (in both Dutch and English) and an open, outgoing style
- Excellent relationship management skills, reflected in a proven track record in building and maintaining good relationships with both internal and external stakeholders
- Naturally collaborative and motivated to help others be successful
- At ease with multi-tasking and prioritising under pressure
- Structured way of working and proven organisational skills
- Comfortable and accurate with numbers with a strong attention to detail and committed to excellence in all aspects of what you do
- HBO or WO education
- Fluency in Dutch and English is a must, German is a nice-to-have
- Proficient with Word, Excel and PowerPoint, experience with Salesforce is a plus
- Fulltime, but 80% can also be discussed

You have the right to live and work in the Netherlands. Our office and this role is based in Amsterdam with the flexibility for some home-based working.

This job description is designed to provide an insight into the requirements of the role but is not exhaustive of the tasks that may be asked of the successful applicant. We are an equal opportunities employer and actively encourage applicants from all backgrounds.

To apply please send your CV and cover letter to: staffrecruitment@edenmccallum.com