

Talent Acquisition and Vendor Management Coordinator

Industry: Transcreation and Global Marketing

Location: London Victoria (SW1)

Contact: Clotilde Astorri

Reference: TAVM-Q22021

Job type: Permanent

Starting date: Ongoing

About Creative Culture

Creative Culture is a fast-growing language and cultural consultancy. We help brands and creative agencies roll-out effective marketing, communications, advertising campaigns and strategies globally. To do so, we benefit from an international network of creative, cultural and language specialists around the world, which we manage centrally from our London office.

We offer transcreation services as well as local market intelligence, cross-cultural audits, global content and local engagement solutions (copywriting, SEO, transcreation, community management, influencer strategy), among others.

Our CEO, Mélanie Chevalier, is a proud award winner of the 2021 Female Frontier's Championing Change category, which celebrates women constantly pushing the boundaries of equality, gender balance, and making dynamic changes within their work. Mélanie is very active in promoting DEI and has developed innovative initiatives to allow brands to successfully navigate complex inclusion pieces within an even more complex and diverse multicultural environment.

For more information, please visit www.creativecultureint.com.

What to expect

Creative Culture is a small-size company with a young and multicultural team where you can expect to:

- Receive structured training
- Gain valuable professional experience in various areas
- Have the opportunity to work with people from different countries and cultures in a collaborative environment
- Work towards objectives while tracking your progress
- Be proactively involved in the company's growth

Training and Professional Development

As a company, we take professional development very seriously. Therefore, we propose a range of tools and processes that enable our employees to grow within their role and expand on skill sets.

The Talent Acquisition and Vendor Management Coordinator will benefit from thorough training and a professional development programme:

- Progressive training ensuring a good integration with the team and a smooth adaptation to our client's expectations
- Monthly training sessions on different topics available to the team (soft skills, Indesign, Excel etc.)
- Work is overseen by a team of project managers.
- Reporting to one primary line manager who will monitor progress and offer additional daily support
- Professional development tools & processes: weekly assessment with line manager, monthly reviews, appraisals during the probation period and quarterly reviews thereafter

Benefits

Creative Culture offers its employees:

- the option to enrol onto our Pension Scheme
- a structured bonus scheme in line with the company's and the individual's performance so there is ownership of your financial earning potential
- a comprehensive training and development programme
- regular team social events such as monthly team breakfasts and quarterly team lunches. During COVID, we have been engaging in fortnightly virtual socials such as yoga and Zumba.
- CSR initiatives encompassing our core values of diversity, equity and inclusion (including volunteering days and mentoring opportunities with the Routes Collective)
- In 2021, we listened to our team and will be rolling out new initiatives related to wellbeing (vouchers, EAP etc.)

The Role and candidate

We are currently recruiting for a Talent Acquisition and Vendor Management Coordinator who is looking for hands-on experience in talent coordination and has a multicultural background, looking to evolve in a challenging and busy environment at an international level.

This is a brand new position - you will act as the sole recruitment lead within our client projects team to help us find qualified freelancers to work on our client projects (transcreators, copywriters, cultural consultants, strategic planners, designers, etc.). The role offers the opportunity to manage the whole recruitment function for our client projects as we embark on an exciting period of growth. Internal recruitment will be managed separately by our HR function.

While 80% of the role will focus on freelance talent acquisition, we anticipate that up to 20% of your time might also be allocated to support other internal HR initiatives.

Your role will be to support our clients' services team to help funnel the talent priorities and targets based on ongoing and talent searches. You will be supported by an intern and will have the opportunity to gain line management experience; this hire will be provided after successfully completing your probation period.

Responsibilities

- Coordinating the freelancer talent acquisition process for client projects by directly sourcing, screening and onboarding them. The type of profiles you would be looking for include, but are not limited to, strategic planners, SEO experts, strategic planners and transcreators, all working across international markets.
- Forecasting talent needs and building talent pools
- Developing and implementing strategies to identify new talents across a range of international markets, as well as improving operational efficiencies to achieve a higher success rate
- Responsible for putting together viable timelines and budgets
- Daily management and update of our pool of talent around the world: talent search and skill assessment, creative judgement, developing new partnerships with collaborators
- Ensuring a positive onboarding experience and outcome during the entirety of the recruitment life cycle for both candidates and the internal client services team
- Support our freelancer engagement programmes, including coordinating training and webinar sessions and our ongoing newsletters and comms efforts

Required skills

- Strong stakeholder engagement skills, particularly in a cross-cultural environment
- Excellent written and verbal communication skills
- Comfortable working on a high volume of roles at one time
- Comfortable working in a fast-paced environment
- Proactive; demonstrate taking initiative
- Strong organisational and time management skills
- Experience with Microsoft Office, particularly Excel
- Able to work both independently and as part of a team
- Able to work in a fast-paced and challenging environment

Desirable but not essential

- Multi-lingual
- Recruitment/ talent acquisition or vendor management experience
- LinkedIn knowledge
- Experience using Zoho, Proz, Fiverr, Upwork.com and People per Hour

Your Application

Please send your updated CV and a cover letter to Clotilde at c.astorri@creativecultureint.com, including the following reference **TAVM-Q22021**. Please remember to mention when you would be available to start from. **Applications without a cover letter will not be considered.**