

POSITION DESCRIPTION – PRACTICE COORDINATOR

JacksonStone & Partners is an executive recruitment consultancy that helps organisations appoint high calibre people. Delivery of consistent high quality and cost-effective results is the cornerstone of our business.

Position

Practice Coordinator

Reports to

Partners

Staff reporting to the position

Nil

Primary objective

The Practice Coordinator is responsible for supporting the delivery of high-quality search and recruitment services by coordinating administration, marketing, and operational activities. The role ensures a seamless, professional experience for clients and candidates, while maintaining high standards across all documentation, systems, and processes.

Key outcomes of the position

- Delivery of consistently high-quality, client-facing materials and documentation
- Effective coordination of processes, including interviews, logistics, and candidate management
- Strong administrative and system management, ensuring accuracy and timely reporting
- Smooth day-to-day office operations and visitors are warmly hosted

Functional relationships with

- All internal staff
- Clients of JacksonStone & Partners
- Candidates and Contractors of JacksonStone & Partners
- Suppliers of JacksonStone & Partners

Key Deliverables	Performance Outputs
Search & Candidate Coordination	<ul style="list-style-type: none">• Prepare high-quality proposals, shortlist packs, and presentation materials for search assignments• Coordinate interview logistics, including scheduling and travel arrangements• Assist with candidate and compliance documentation

	<ul style="list-style-type: none"> • Provide general administrative and secretarial assistance to the wider team as needed
Systems & Reporting	<ul style="list-style-type: none"> • Maintain accurate and up-to-date records in Bullhorn and other systems • Produce weekly job reporting and ensure data integrity across assignments • Monitor assignment progress to identify pressure points and help maintain a balanced workload across the support team
Marketing & Communications	<ul style="list-style-type: none"> • Coordinate advertising across digital and print • Support LinkedIn content and broader marketing outputs • Ensure consistency, quality, and brand alignment across all proposals, documents and online content • Assist with client and candidate functions
Office & Operational Support	<ul style="list-style-type: none"> • Oversee general office coordination including: <ul style="list-style-type: none"> ○ Liaising with the property management company on maintenance issues (e.g. lifts, air conditioning, AV equipment, lighting, cleaning, and repairs) ○ Ordering office supplies and attending to general office needs ○ Being a point of contact for staff queries • Organise panel logistics, including catering • Act as a welcoming yet discreet front-of-house when hosting clients and candidates • Assist with staff functions • Work within JacksonStone & Partners team in a manner consistent with the culture and values of JacksonStone & Partners including being supportive of others in the team and in accordance with Our Philosophy
Health, Safety & Wellbeing	<ul style="list-style-type: none"> • Recognise individual responsibility for workplace Health and Safety under the Health and Safety at Work Act 2015 • Comply with Company Health and Safety policies, and effectively assess potential hazards and minimise personal, team and business exposure to risk • Ensure all incidents and accidents are reported

Key Skills & Experience

- Strong organisational and coordination skills, with the ability to manage multiple priorities
- Experience in administration, coordination, or similar roles within a professional services environment preferred
- High attention to detail
- Strong written and verbal communication skills
- Proficiency in a Microsoft Office environment (including Word, Excel)
- Experience with CRM systems and design tools (e.g. Canva) desirable
- Ability to build effective working relationships with internal and external stakeholders