

**Job Title:** Early Careers Client Manager  
**Location:** London  
**Business Area:** GTI Recruiting Solutions



### **About GTI:**

We aim to help students realise their potential in the world of work through technology, content and tools. That's not an easy thing.

We believe in understanding students and partnering with employers, universities, schools and other technology providers.

It's about students finding the right role and employers finding the most suitable candidates. But it's more than that – it's about helping young people discover options, develop and build confidence.

### **The Role Aim:**

The Client Manager is an operationally focused early careers recruitment specialist responsible for the end-to-end delivery of recruitment campaigns.

The role sits at the heart of campaign execution, owning the day-to-day management of the recruitment process, ensuring a high-quality candidate experience, maintaining strong client relationships, and closely managing and reporting on the candidate pipeline to achieve hiring outcomes.

### **The Role Outcomes:**

#### **A portfolio of client relationships and projects are managed**

- Manage all client communications including weekly calls, written updates, pipeline discussions and issue escalation.
- Provide clear, accurate and timely updates on campaign progress, risks and opportunities.
- Support with governance requirements e.g. in regular business reviews.
- Build trusted client relationships through strong operational delivery and transparent communication.

#### **Exceptional Candidate Experience**

- Ensure a positive, engaging, and inclusive experience for candidates at every stage of the recruitment journey.
- Proactively manage candidate communications, expectations, and queries.
- Identify and address candidate drop-off risks, recommending and implementing engagement interventions where required.

**Operational Excellence across all projects**

- Manage the operational delivery of early careers recruitment campaigns from launch through to hire.
- Own the recruitment process, including candidate attraction, screening, shortlisting, interview coordination, and offer management.
- Act as the main point of contact for clients, managing all operational communications throughout the campaign lifecycle.

**Comprehensive Pipeline Management, Reporting & Insight**

- Maintain close oversight of candidate pipelines, ensuring quality, and pace.
- Produce and deliver regular pipeline reporting, highlighting performance against targets and key metrics (such as DEI).
- Analyse pipeline data to identify trends, risks or shortfalls and recommend practical interventions to improve outcomes.
- Deliver end-of-campaign reviews with clear insight and recommendations.

**The team is collaborative and cohesive and continually driven to achieve excellent results.**

- Work closely with the Client Delivery Centre to ensure campaigns are appropriately resource.
- Monitor operational performance across marketing effectiveness, candidate throughput, and hiring outcomes.
- Ensure all project documentation, trackers, and reports are accurate and up to date.
- Contribute to a collaborative, high-performing team culture focused on continuous improvement.

**Person Specification:**

- You will be a team player, committed to and motivated by the success of the team. You will be willing to go the extra mile when needed.
- You will be a problem solver, using your own initiative as well as reaching out and learning from others.
- A confident and professional manner with excellent written, phone, and conversational skills.
- You will have a positive, can-do attitude.
- You can be resilient in a fast-paced operational environment.
- You will be committed to your own self development, taking time to understand our industry, our products and our customers.

- You are agile, attentive, and able to manage your own time and workload effectively.
- You are adaptable and able to pick up new systems and processes quickly.

**Work Experience, Knowledge & Skills:**

- An experienced early careers recruiter with the ability to deliver and manage an end-to-end recruitment process for graduates, interns, placement students, apprentices or school leavers.
- Confident in relationship management.
- Proactive and a quick learner.
- Focused, conscientious, efficient with excellent time management skills.
- Able to collaborate with peers and other people inside and outside the business.
- Confidence using data and insight to advise on recruitment interventions.
- Strong relationship management and presentation skills with clients and internal stakeholders.
- Highly organised with excellent time management and attention to detail.