

Position Description

Role Title:	Executive Search Coordinator
Business Unit:	Executive Search & Recruitment
Position Status	Full time, Hybrid
Reports to:	Executive Director Search and Recruitment

About HardyGroup (HG)

Established in 1989, HG is a specialist executive search, recruitment and leadership development organisation working across health, human services, public, private and for-purpose sectors in New Zealand and Australia. Our purpose is to contribute to the health and wellbeing of society through exceptional leadership talent solutions. Put simply, we Find and Grow Great Leaders.

Our values are:

- Exceed Client Expectations
- The Power of Team
- Act Like an Owner
- Make Change Happen.

Position purpose

The Executive Search Coordinator supports the successful delivery of executive search and recruitment assignments, primarily across Aotearoa New Zealand, while also contributing to Australian assignments and shared HG priorities. Working with the Executive Director, search consultants and colleagues across the business, the Coordinator provides proactive project, administrative and stakeholder support throughout the recruitment lifecycle. The role calls for sound judgement, discretion, initiative, excellent attention to detail and a commitment to exceptional candidate and client experiences.

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Key responsibilities

Executive search and recruitment coordination

- Coordinate assignment activities from commencement through appointment, tracking milestones, deadlines and actions.
- Prepare Candidate Information Documents, advertisements, search timelines, sourcing materials, applicant summaries, candidate reports and interview packs.
- Manage candidate applications, acknowledgements, correspondence and records throughout the recruitment process.
- Arrange client briefings, consultant meetings, candidate interviews and selection panels, including virtual meetings across time zones.
- Coordinate reference checks, pre-employment processes and appointment documentation as directed by consultants.
- Prepare progress updates, client reports and presentation materials to a consistently high standard.

Candidate and client engagement

- Provide timely, professional and welcoming communication to candidates, clients, panels and other stakeholders.
- Build positive relationships with senior executives, Board members and colleagues while maintaining appropriate confidentiality.
- Coordinate feedback processes and contribute to an excellent candidate and client experience.

CRM, research and digital systems

- Maintain accurate, current and complete client, candidate, stakeholder and assignment records in HG's CRM.
- Use CRM workflows and reporting to support assignment tracking, candidate engagement and data quality.
- Assist with online research, database searches and candidate talent mapping as required.
- Maintain job information on the HG website and recruitment platforms; support LinkedIn and advertising activity.
- Identify practical opportunities to improve templates, systems, data management and digital processes.

Business and operational support across New Zealand and Australia

- Provide coordination and administrative support to Australian search consultants and assignments as business needs require, including cross-border scheduling and document preparation.
- Collaborate with colleagues across both countries to manage workload, share information and maintain consistent service standards.
- Coordinate travel, accommodation, meeting logistics and client events.
- Assist with proposals, business development material, internal reporting and marketing communications.
- Track assignment costs, reimbursable expenses and invoicing milestones in liaison with Finance.

Team contribution and continuous improvement

- Anticipate upcoming needs, take ownership of allocated work and raise risks or delays early.
- Work flexibly and constructively in a collaborative team, balancing multiple assignments and changing priorities.
- Contribute to process improvements, professional development and HG's values.

Key selection criteria

1. Coordination and organisation: Experience in coordination, executive administration, recruitment support or professional services, with the ability to manage competing priorities and deadlines.
2. Communication and relationships: Excellent written and verbal communication skills and confidence engaging with senior candidates, clients and diverse stakeholders.
3. CRM and digital capability: Experience using CRM systems, recruitment databases or comparable information platforms, together with strong Microsoft 365 skills.
4. Quality and accuracy: A demonstrated ability to produce polished documents, maintain accurate records and manage detailed processes.
5. Initiative and adaptability: A proactive, solutions-focused approach with sound judgement, independence and flexibility.
6. Service and discretion: Commitment to outstanding client and candidate care, professional integrity and confidentiality.
7. Aotearoa New Zealand cultural capability: An appreciation of Te Tiriti o Waitangi and the cultural context of Aotearoa, with basic knowledge and appropriate use of te reo Māori (including greetings and pronunciation) and a willingness to develop further.

Experience and qualifications

- Experience in executive search, recruitment, human resources or senior-level professional services support is advantageous but not essential.
- Demonstrated CRM experience is highly desirable; familiarity with LinkedIn and online research tools is beneficial.
- Relevant tertiary study may be advantageous but is not a requirement.
- Practical capability, initiative and willingness to learn are equally valued.

Personal attributes and measures of success

- The successful candidate will be approachable, organised, accurate, resilient, curious and collaborative, with strong accountability and discretion.
- Success will be demonstrated through reliable delivery to assignment milestones, high-quality documentation, accurate CRM records, positive stakeholder feedback, timely financial administration and constructive contributions to team performance.

General responsibilities

- maintain confidentiality;
- comply with relevant organisational, privacy and health and safety requirements;
- undertake ongoing professional development; and
- carry out other reasonable responsibilities consistent with the role as business needs evolve.