xcribe:

Screening Leah for senior account manager role

Thu 26 Nov 2026, 11:00

Summary

You met Leah to screen her for a senior account manager role at a payments company. She's keen to move because she's stopped learning after three years on the same accounts and sees no route up while her manager is in place. She currently earns £46,000 and wants at least £50,000; you told her the role pays up to £52,000 plus a 10% bonus, which she accepted as in range. Her notice period is one month and she has a week booked off at Christmas she wants to keep. You'll put her forward today, send the job description tonight, and are looking at a Wednesday morning interview in the week of 7 December.

Key points

- Leah has run the same accounts for three years with no progression path
- Role: senior account manager at a payments company, bigger clients, two direct reports within a year
- Salary up to £52,000 plus 10% bonus; Leah is on £46,000 and wants at least £50,000
- Notice period one month; wants to keep a week's holiday at Christmas
- Interviews week of 7 December; Leah prefers Wednesday morning
- Leah asked for confidentiality from her current employer

Decisions

- You'll put Leah forward for the role today
- Interview targeted for Wednesday morning in the week of 7 December
- Leah's £50,000 minimum is within the client's range

Action items

> Put Leah forward to the client
> You · today (2026-11-26)

> Send Leah the job description
> You · tonight (2026-11-26)

> Be available for a Wednesday morning interview in the week of 7 December
> Them · 2026-12-09 morning

Promises

- Put Leah forward to the client
  You · today (2026-11-26)
- Send Leah the job description
  You · tonight (2026-11-26)
- Keep her job search confidential from her current employer
  You

Written up by Xcribe. “You” means the person who recorded this conversation.