

Haverhill Health Care Agency Ltd

29 Feltwell Place, Haverhill, Suffolk, CB9 0AN.

Telephone: 01440268391 Mobile: 07574478782



web: www.haverhillhealthcareagency.com, email: info@heaverhillhealthcareagency.com

Job Title: Recruitment Officer

NQF Level: 3

SOC: 3562

Term: Permanent / Full Time

Salary: £23,600 to £24,500 per annum

Recruitment Process: Online application via recruitment website / Telephone Interview / Physical Interview

Job Description:

Organise and direct the personnel, training and industrial relations policies of organisations, advise on resource allocation and utilisation problems, measure the effectiveness of an organisation's systems, methods and procedures and advise on, plan and implement procedures to improve utilisation of labour, equipment and materials.

Tasks:

- Determines staffing needs;
- Oversees the preparation of job descriptions, drafts advertisements and interviews candidates;
- Oversees the monitoring of employee performance and career development needs;
- Provides or arranges for the provision of training courses;
- Develops and administers salary, health and safety and promotion policies;
- Examines and reports on company and departmental structures, chains of command, information flows, etc. and evaluates the efficiency of existing operations;
- Considers alternative work procedures to improve productivity;
- Stays abreast of relevant legislation, considers its impact on the organisation's HR strategy and recommends appropriate action.