



Britannia House, Junction Street,
Darwen, Lancashire, BB3 2RB

Tel: 01254 773718 Fax: 01254 700254
Email: info@wecl.co.uk
Web Site: www.wec-group.com

JOB SPEC :

RECRUITMENT OFFICER

Candidates **MUST** be able to demonstrate the following

- Minimum 3 years proven experience in a recruitment capacity preferably in an engineering sector
- Ability to work well under pressure, on own initiative and to tight deadlines in a fast paced office environment reporting to Company Director
- Excellent computer literacy and communication skills
- Reliable and punctual
- Ability to work pro actively to improve efficiency and cost reduction
- Flexible and proven experience to multi task
- Full UK driving licence
- Strong character

Successful candidates will be required to :

- Cost effectively source & recruit staff for Group sites based in Darwen, Liverpool & Leeds via direct ads, head hunting & liasing with agencies



- Create and maintain employment files
- Issue offer letters & induction packs
- Maintenance of training records
- Maintenance of attendance records
- Maintenance of appraisal records
- Carry out back to work interviews
- Oversee and manage company cleaning staff
- General admin duties & filing

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