**Recruitment Officer**

Location: Maidstone

Arriva Southern Counties, which form part of Arriva’s UK Bus division, and locally operates some 750 buses and employs over 2000 staff in an area stretching from Hertfordshire, Essex, Kent and Medway to the Surrey.

We have an amazing opportunity for a Recruitment Officer to join a fast paced recruitment team in Maidstone. The Recruitment Officer will work as part of the HR team and will manage all driver and non-driver recruitment for Kent, Surrey, Hertfordshire and Essex.

Responsibility:

* Relationship building with candidates, depots, and external stakeholders.
* Shortlisting of candidates, including screening candidates and scheduling interviews
* Coordination of assessments days, including onboarding of new employees.
* Working with Recruitment Manager in relation to all recruitment for new employees, including managing the offer process.
* Requesting and chasing references.
* Booking Occupational Health. Medical appointments.
* Ensure managers collect right to work documentation, you are responsible for storing this information electronically.
* Responsible for reporting on KPI's.

The ideal candidate for the Recruitment Officer role will have experience of recruitment and or a sales background.

* Experience of working with high volume recruitment will also be advantageous.
* Proven literacy, numeracy and customer service skills.
* Ability to work under pressure.
* Excellent organisational skills.
* Good communication skills, both verbal and written, with high attention to detail.
* Capacity to build strong team relationships.
* IT skills – intermediate level Word, Excel. Basic Powerpoint and ability to use Outlook and Internet including Social Media platforms.
* You will have highly developed interpersonal skills and the ability to work with people of all levels.
* Excellent time management and attention to detail is a must!
* Full UK Driving Licence and flexibility to work in multiple locations across Hertfordshire, Essex Kent and Surrey.
* You must be eligible to work in the UK.

Benefits

In return for your hard work and commitment, we'll give you all the reward and recognition you deserve. As well as a great salary and a whole host of flexible benefits such as:

* Company pension scheme.
* Arriva Village Discount Scheme.
* Continuous career development.
* Up to 28 days holiday (including bank holidays).
* Free bus travel for yourself, partner and eligible children.

To apply for this role, please send a covering letter explaining why you wish to be considered and enclose a current CV to: Laura Crosfield Recruitment Manager email: [**crosfieldl.sc@arriva.co.uk**](mailto:crosfieldl.sc@arriva.co.uk)

Reference LC/RO

**Closing date for applications is: 15/12/2017**

***Arriva is committed to diversity. If you’re good you’re welcome.***