

## In-house Recruiter

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**Location:** Solarplicity Head Office (Unit 8 Peerglow Centre, Marsh Lane, Ware, SG12 9QL)

Solarplicity are a leading provider of renewable solar PV technologies, helping homeowners as well as businesses throughout the United Kingdom to discover the benefits of cleaner, greener energy.

Working within the HR team, reporting to the HR Manager. The primary purpose of the role will be to provide the business with effective recruitment support.

This will include:

- Coordinating all aspects of the recruitment process
- Provide feedback to the Head of HR and work with hiring managers to understand their requirements
- Manage the recruitment mailbox and respond recruitment emails
- Maintain and develop recruitment agency contacts
- Liaise directly with candidates, shortlisting CVs and conduct interviews
- Draft and post job adverts
- Draft offer letters and contracts of employment
- Support the onboarding of successful candidates
- Provide weekly reports to the hiring managers
- Ad hoc duties as and when required

Full training will be given, however, to be considered for this role, you will need:

- Previous recruitment experience
- A good understanding of up-to-date recruitment practices and legislation.
- Solid Microsoft Office skills and knowledge
- Strong organisational skills
- Able to work autonomously and as part of a team

Please email all applications to [\*\*Helen.Remblence@Solarplicity.com\*\*](mailto:Helen.Remblence@Solarplicity.com)