



#### Recruiter and Onboarder

- Great communication skills
- Forward thinking
- Organised
- Ability to prioritise
- Project management skills

To handle all recruitment of Guardians 300 personnel

Write and distribute job adverts in line with brand guidelines.

Deal with all email and phone applications

Maintain accurate records

Develop a recruitment database

Interview any potential candidates

Draft and confirm new job roles.

Onboard new candidates.

Ensure security checks are complete.

Monitor performance until any probationary period is completed

Any other tasks that may be required.