

JOIN THE ULTRAFAST LANE...

Recruitment Assistant

Business Function:	Business Support
Reports to:	Resource Specialist
Location:	Kings Hill, Kent
Salary:	£20,000 - £24,000 FTE
Terms:	Part time, 25 hours across Monday to Friday , permanent

A BIT ABOUT US

Here at Trooli, we're on a mission to banish buffering, vanish video call embarrassment and clear up those "up to" speed claims that give broadband a bad name.

How? By providing our **new, guaranteed, ultrafast, full fibre broadband speeds** to as many communities as possible across Kent, East Sussex and beyond.

We've already got the great network, now we need more **great people** to take us even further.

Think you can help? Here's why you should get in touch ...

- **We're passionate about growth**
We've come a long way in 2 years, from nothing to 50,000+ premises passed, 10 staff to over 100 and are now one of the most respected altnets in the industry – and that's just the start. But it's not just our network, we're passionate about ensuring our employees grow with us too.
- **We're passionate about our people**
At the heart of our culture is a belief that a company should be much more than politics and processes. That doesn't mean these don't exist, but it does mean that our people are the most important part of our business, that life here is that bit more fun and our high staff retention rates are something we're rightly proud of.
- **We're passionate about our customers** – wouldn't it be nice for a broadband network to be independent of Openreach and have complete control of where it builds and the experience our customers receive? Well, that's exactly what Trooli is and with an Excellent Trustpilot rating from our customers, it's clear we're doing something right!

Still interested? Read on...

THE ROLE

A fantastic opportunity has arisen for a Recruitment Administrator to join a fast growing, successful company to assist with general recruitment activities. The Recruitment administrator will support the HR team with all admin activities and will play a crucial role in candidate care, this is a bus, fast paced job and you will need to be exceptionally organised and self motivated.

THE DAY JOB

- Supporting Resource Specialist with administration of job descriptions
- Posting adverts on job boards and platforms
- Pulling together data sets and reporting
- Reviewing applicants, tracking and arranging interviews for successful candidates
- Maintaining good organisation of all job boards and platforms, ensuring that all applicants are responded to within the timescales
- Maintaining and updating checklists & databases
- Attending recruitment fairs & assessment days
- Sending candidate offers and contracts of employment
- Working closely with the Resource specialist & hiring managers on their vacancy administration needs, providing regular updates of their posts
- Assisting with on-boarding activities as required

WE'D LIKE TO SPEAK TO YOU IF...

- Minimum 2 years' experience of administration
- Well organised and Professional
- Demonstrate good communication and interpersonal skills
- Excellent telephone manner and high level of customer service skills
- Very good experience with MS Outlook, Word & Excel
- Highly organised with exceptional attention to detail
- Able to work under pressure and flexibly when required
- Ability to build rapport with employees

WE'LL LOVE YOU IF...

- Hold a CertRR, CertRP or a CertIHR
- Have Recruitment or HR experience
- Knowledge of Home office and visa's
- Current knowledge of Right to work in the UK
- Familiarity with job boards and platforms
- Proficient in MS Office and Learning Management Systems

OUR VALUES

- **Integrity:** be transparent and honest with our customers and with each other.
- **Passion:** be excited about what we do.
- **Develop:** invest in each individual.
- **Continual improvement:** work smarter, not harder.
- **Proactive:** take responsibility.
- **Teamwork:** support and collaboration.
- **Quality:** we do what we do well.