



## **We are recruiting!**

**Role title:** Recruiter

**Contract type:** Permanent

**Annual salary:** £25,000-£30,000 + bonus + benefits

**Location:** Bristol and Bath Science Park

We are excited about growing the SQEP Ltd team and are looking for 2 established Recruiters to join us. We are a well-regarded, close knit team, of talented subject matter experts, renowned for our ability to deliver. Our ethos is focused on customer satisfaction, equality, teamwork, support and development, and engendering a healthy home/work life balance.

Your fit, within a team that holds its values and corporate social responsibilities as key, is as essential as your ability to deliver the highest levels of support to our workforce and clients.

As a Recruiter you will be expected to work closely with candidates and clients, representing SQEP in both behaviour and ability.

The role requirements are as follows:

- Contact management of employees and associates in remote roles
- Management of several portals advertising role requirements
- Sourcing candidates for casual, short term or long term employment
- Headhunting specific candidates
- Producing and posting job adverts that attract appropriate candidates
- Screening potential candidates to evaluate their skills and qualifications
- Verifying and filing documentary evidence of right to work
- Carrying out Baseline Personnel Security Standard (BPSS)
- Ensuring that potential candidates are an excellent match for SQEP
- Filtering candidates with the right skills, qualifications and experience to be successful in an open role
- Cold calling companies to promote recruitment services
- Meeting with new clients to develop and expand business opportunities
- Developing lasting relationships with clients and candidates to ensure continued business opportunities

The successful candidate will be able to demonstrate the following:

- Experience in the defence engineering and safety sector
- Excellent presentation and communication skills
- Ability to work in a team
- Expert knowledge of recruitment processes
- Excellent sales, communication and interpersonal skills
- Knowledge of job hunting websites and the best places to post job advertisements
- Ability to sell the benefits of a company or job to a potential applicant

- Ability to sell the skills and expertise of a candidate to a potential employer
- Ability to use databases, including spreadsheets

We offer a range of benefits, including:

- Excellent salary
- Annual profit related bonus
- Pension contributions
- 30 days paid holiday plus 8 Bank Holidays per year
- Private medical and dental insurance
- Death in service
- Support to professional registration and payment of fees
- IT and phone to support remote-working
- Cycle to work scheme
- Flexible working

If you are a proactive Recruiter looking for a new challenge, who thrives on demanding assignments within a supportive team, we would love to hear from you.

SQEP Ltd really do live our company values, we are an equal opportunities employer and welcome applications from all sections of the community. As a signatory to the Armed Forces Covenant, we will interview and consider all UK military veterans, reservists and their families. Within the context of Reserves and military family's employees, flexible support to mobilisations and training/ deployment, injury or during bereavement is also available and, also, additional leave allowance where applicable.

To apply for this role, please send a CV and covering letter to [hr@sqep.com](mailto:hr@sqep.com).