**Looking for experience in the HR/Recruitment Sector?**

**We have flexible, freelance opportunities working with an award-winning team.**

**Salary £12+ per hour**

**Amberjack work with some of the UK’s leading Early Career employers. We support future-focused organisations identify and recruit individuals with potential.**

**Why we need you**

From September through to late March we experience a sharp peak in demand for our recruitment outsourcing services. This coupled with our continued growth means we are building a pool of talented associates who can support across several of our client accounts.

**What you’ll be doing**

Working alongside an experienced team, your role will involve supporting at the beginning of the recruitment process **screening job applications**, conducting **telephone interviews** and **reviewing video interviews**. Due to the high volume of applications that our clients receive this is a critical part of the process to ensure that the most relevant and well-matched candidates progress through to the next stage.

Candidate experience is central to everything we do. You will receive training on how to utilise our objective screening tools, how to conduct telephone interviews and how to screen recorded video interviews. You’ll also have in-depth support on how to use our technology systems and phone lines when carrying out your work.

**What you’ll need to bring**

Whilst previous experience isn’t necessary, we do need you to have the right transferable skills to deliver in the role. Therefore, we need you to:

* Be comfortable communicating with new people
* Have excellent attention to detail
* Be motivated by providing great service
* Be able to follow policies and procedures
* Be able to learn new technologies and excel
* Have access to your own personal secure desktop or laptop computer

If you bring any additional experience that would be helpful, including the below:

* Experience in screening application forms, pre-recorded video interviews or conducting telephone interviews
* Recruitment/HR background
* Any experience of using any applicant tracking system or HR experience
* Bi- or multilingual

**What’s in it for you?**

As a freelancer, this role will allow you to balance your own commitments.  You can select the number of campaigns and hours you are able to support with and weekend and evening work is acceptable – all we ask is a minimum of 10 hours a week. Pay will be dependent both upon experience and the work undertaken, but the minimum rate will be £12 per hour. We are looking for individuals to start immediately.

To apply please visit: <https://associatecandidate.ambertrack.global/associate/CandidateLogin.aspx>

We look forward to hearing from you!