



## ***HR Professional/Recruitment officer, Part-time Tottenham Hale / Walthamstow (Blackhorse Road)***

GAS is looking for an HR professional to work with the directors, managers and staff of our quickly expanding photographic hire business.

The opportunity has arisen for an HR professional to join our company to not only deal with recruitment but also cater to the developing demands of a growing company. The job is a part time appointment to begin, with the potential to become full time in the future.

Started in 2011, GAS is a full service production support, equipment rental company for the photographic industry. The business has been carefully crafted to offer a bespoke and second to none service. With a plethora of first-hand of on-set experience and a wealth of knowledge of the industry, we have built our solid reputation from the ground up whilst working alongside high-profile and independent clients.

### **Responsibilities**

- To manage our full cycle recruitment, from identifying potential hires to interviewing and evaluating candidates
- Creating job descriptions and proposed salary structures for each opening.
- Source and vet applications initially.
- Creating and administering skills alignment exercises to further shorten the list of suitable candidates.
- Extending a job offer to each prospective employee.
- Issuing Employment Contracts/ Letters of amendments to Ts & Cs
- Negotiating with candidates about job-related expectations and compensation.
- Ensuring Managers follow on-boarding processes.
- Ensuring Managers follow procedures on documenting and reporting on employees' performance.
- Implementing strategies to develop and retain employees.
- Generating reports and data to quantify performance and skills
- Developing and implementing new processes to help the organisation offer a better workplace for staff
- Assisting with employee discipline
- Sitting on company committees to provide feedback and ways to improve the resources available to employees
- Overseeing and scheduling employee counselling and other services
- Overseeing compliance requirements
- Following up on performance concerns and disciplinary action with staff member

***Essential Skills:***

- Proven work experience as an HR Recruiter or similar role
- Familiarity with Applicant Tracking Systems and resume databases
- Experience with sourcing techniques
- Solid verbal and written communication skills
- Providing advice to Management Team on best HR Practices

***How to Apply***

Please send your CV and cover letter to [jobs@gasph.com](mailto:jobs@gasph.com), only successful applicants will be contacted for an interview. Salary is negotiable based on previous experience and existing skills and only successful applicants will be contacted. We look forward to hearing from you!