

SCREENING OFFICER, PRESTON

SALARY: circa £15,000 per annum
FULL TIME = 37.5hrs per week

The Screening Department, based in our Support Centre at Nateby near Garstang, Preston, is responsible for verifying the previous five years' employment history for all new employees in accordance with BS7858 based on information disclosed on their application for employment forms. We have a vacancy for a Screening Officer.

Part of a small dedicated team you will support our regional operational management teams in the recruitment process by checking the personal details of employees in accordance with required standards and using a computerised system to record the information supplied. Applicants must be IT literate and the following skills are essential;

- Attention to detail
- Accuracy of data entry
- Good keyboard skills
- Good telephone manner

Training in the requirements of the British Standard BS7858 will be given. You will also respond to reference requests in respect of previous employees. You will be required to use your initiative, be confident in communicating at all levels and able to prioritise workload to meet deadlines. Experience in the security industry is not essential.

To request an application form or further details please telephone 08450 343478 or e-mail debbie.porter@legiongroup.co.uk

Closing date for submission of applications: 22nd September 2008

Applications to be submitted to:

Miss D Porter, Screening Manager, 6-10 Brock House, Nateby Technology Park, Cartmell Lane, Nateby, Preston PR3 0LU