

# JOB DESCRIPTION

**Job Title:** Resourcing Officer (3 month contract)

**Department:** Human Resources

**Reporting to:** Human Resources Manager

**Job Purpose:**

To assist with the recruitment process within Prodrive, ensuring that the best individuals are recruited in the shortest possible time. To ensure that the most appropriate and up to date recruitment methods are used, ensuring Prodrive recruitment standards are met at all times.

**Person Specification**

- Experience within a recruitment role ideally within engineering and/or manufacturing environments
- Awareness of motorsport would be an advantage
- Highly organised, good administrator
- Confidence to work with people at all levels
- Team Player
- Flexible attitude, not 9 - 5 mentality
- Able to prioritise and work under pressure
- Initiative
- Presentable
- Practical and good sense of humour
- IT literate - Word and Excel