

Bilingual (English/German) HR Interviewer (FT/PT)

Location: Priory Business Park, Bedford

Salary: £17,500 - £18,500

Hours: Full Time and Part Time Hours Available

About Verifile:

Verifile is the UK's leading provider of CV verification and background screening services. We carry out accurate checks on candidates to enable our clients to make informed and rewarding long-term recruitment decisions.

Job Responsibilities:

Working in a dynamic and fast-paced multilingual team environment, the German language HR Interviewer, will use their language skills to obtain and record accurate employment, education and character references for candidates' undergoing Verifile's pre-employment background screening process.

Day to day daily activities:

- Accurately and fully record verbal references (using English and German language skills)
- Analyse completed candidate references in order to identify any missing or ambiguous information, and request clarification from referees accordingly
- Using telephone and email to chase reference requests previously emailed to employment, education and character referees
- Deploy your ability to probe and investigate in order to obtain information as quickly and accurately as possible
- Multi-tasking: you will need to type information quickly whilst speaking on the telephone and deal with a high influx of information/phone calls at any one time
- Record accurate notes regarding how you have obtained relevant information in order to provide Verifile's clients with an up-date
- Facilitate effective information sharing between all Verifile's internal teams

Essential skills and experience:

- Confident, professional and friendly phone manner
- Ability to communicate fluently in both the English and German language
- Proactive individual who is able to think on their feet and outside the box
- Persistence and tenacity
- Ability to investigate, problem solve and work under pressure
- Motivated by results and able to multitask
- Excellent attention to detail and the ability to record information accurately
- Must be a team player
- Good typing speed
- Experienced with using email, internet and Microsoft Office
- Good written and verbal English and German language skills

Desirable skills and experience:

- Foreign languages (German)
- Customer service, retail, call centre or sales experience
- Knowledge of HR industry

The Rewards:

We are pleased to be able to offer our employees a wide range of facilities/services which help to provide a stimulating working environment:

- A diverse international community
- A stimulating, knowledge-based environment
- On-site refreshment facilities including beans-to-cup coffee machines
- Company treats and events every month
- Employees led charity events
- Big company Christmas party and other seasonal treats
- Green open space with outdoor seating
- Environmentally friendly policies
- Free car parking
- Modern, spacious offices with air conditioning

Core Benefits:

- A competitive salary which will be reviewed annually.
- 23 days paid holiday plus Bank Holiday, increasing to 25 days after 2 years of service.
- Pension scheme (Auto-Enrolment).
- Exclusive perks and big discounts through Perkbox.

Additional Benefits

- A super service reward scheme for 1 year, 3 years, 5 years, 10 years and even beyond. You can expect to choose from extra holidays, shopping and theatre vouchers, cleaner and gardener for a year and many other rewards.
- To celebrate 1 year service you and a guest will be treated to a 3 course meal at a top local restaurant.
- Employee referral scheme: receive £1,000 for introducing a new employee!
- Summer and Christmas events.

Diversity

Through diversity, we aim to create a culture in which everyone can work together harmoniously with dignity and respect and realise their full potential.

* Please be made aware a full pre-employment background check is required for this position.

** This ad is not intended to discriminate in anyway

*** Language: German (Required)