

HR DATA ANALYST

Location: Priory Business Park, Bedford

Salary: £17,500 - £18,500

Hours: Full Time and Part Time Hours Available

The Company:

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.

Key responsibilities:

The HR Data Analyst is responsible for processing incoming reference data contained in emails, faxes and post and manually inputting this data into the Verifile online screening system.

With an excellent eye for detail and a methodical, systematic approach, you will ensure that all information is transferred accurately and thoroughly. As this information will be available for Verifile's clients to view, you must have excellent presentation skills and a good grasp of English grammar, punctuation and spelling.

The HR Data Analyst must also be a cautious and questioning individual able to ascertain and verify the reliability of the data source, ensuring that our clients are only provided with genuine candidate references.

As an individual with good judgment, the HR Data Analyst will then award the processed check its final classification. You will also undertake any other responsibilities depending on the requirements of the business.

Day to day this person will:

- Accurately and thoroughly transfer data from uploaded files to the Verifile online system, ensuring all information is made available to the client
- Ensure that all reference data is in accordance with client policy
- Detect missing information in candidate references and any discrepancies, and chase up any further information required with the relevant internal Verifile teams
- Carefully check that the received reference data is from a genuine and approved source, such that clients do not receive bogus references
- Decide what classification to award the reference in accordance with Verifile's internal classification policy, amend the check status accordingly and be able to justify the decision
- Process Criminal and DVLA checks

Essential skills/experience:

- Excellent data entry skills and attention to detail
- Investigative nature and a questioning mind
- Customer service experience
- Team player

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