

Job Title: **Employee Shift Placement Officer**

Location: **West Midlands**

Company: **Proffer Solution Ltd**

Reports To: **CEO/EPD/ECS**

Date: **04/06/2025 – 18/07/2025**

Position Overview:

We are seeking dedicated and detail-oriented Employee Shift Placement Officers to join our dynamic team in the staffing and recruiting industry. The successful candidates will play a crucial role in ensuring that our clients receive qualified personnel who meet their specific scheduling needs and criteria. In this position, you will be responsible for analyzing client requirements, assessing employee availability, and efficiently matching candidates to shifts while maintaining adherence to labor laws and regulations. This role demands strong organizational skills, excellent communication abilities, and a keen understanding of both client needs and employee capabilities. Employee Shift Placement Officers will work closely with clients to provide exceptional service and support while also maintaining robust relationships with our workforce. Utilizing advanced scheduling tools and a thorough knowledge of our staffing software, you will ensure that all shifts are filled promptly and accurately. This position offers the opportunity to significantly contribute to our client's success by ensuring that they have the right personnel in place at all times. If you are passionate about staffing and have a knack for problem-solving, we invite you to apply for this exciting opportunity.

Key Responsibilities

- Evaluate client shift requirements and understand their staffing needs.
- Resolve scheduling conflicts and respond to last-minute staffing needs.
- Review employee availability and match suitable candidates to specific shifts.
- Communicate with clients and employees to confirm shift placements and fulfill requests.
- Utilize staffing software to track shift assignments and monitor employee performance.
- Ensure compliance with labor laws and organizational policies regarding scheduling and placements.
- Provide timely and effective support to clients regarding staffing issues and adjustments as needed.
- Prepare regular reports on shift placements and employee availability to management.
- Provide exceptional customer service to both clients and employees throughout the shift booking process.

Requirements:

Bachelor's degree in Human Resources, Business Administration, or a related field preferred.

Proven experience in staffing, human resources, or personnel management roles.

Strong understanding of labor laws and regulations related to employment and scheduling.

Excellent communication skills, both verbal and written, to interact with clients and employees.

Demonstrated ability to work effectively in a fast-paced environment with strong organizational skills.

Proficient in using scheduling software and Microsoft Office Suite, particularly Excel.

Ability to analyze data and make informed decisions regarding employee placements and shift assignments.

Application Process:

Interested candidates are invited to submit their resumes and a cover letter detailing their qualifications and experience to applications@proffersolutionltd.co.uk. The company is committed to diversity and inclusion and encourages applications from all qualified individuals.

Proffer Solution Ltd is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.