

Do you want to work for the fastest growing company in the South West?

If so, please send your CV to hr@racsgroup.com by 5pm on Monday 2nd March and we will contact you to arrange your appointment.

The Recruitment Day will be held in our offices, located at:
RACS Group House, Three Horseshoes Walk, Warminster, Wiltshire. BA12 9BT

- **Company Presentation**
- **Meet the Managers**
- **Interviews**
- **Office Tour**
- **Refreshments**

All roles qualify for the following benefits:

- Competitive Salary
- Company Pension Scheme
- BUPA Life Scheme
- Contemporary Office Environment
- Vibrant Work Culture

Based in state-of-the-art offices in Warminster, RACS Group is one of the leading payroll providers in the UK assisting recruitment agencies manage payments to temporary workers, freelancers and contractors.

The company is a vital 'umbrella' partner to many of the leading recruitment brands in the country and operates primarily in the education, medical, social care and construction sectors.

We are officially the Fastest Growing Company in the South West for both 2013 & 2014 according to Insider Magazine, highlighting our meteoric growth and limitless potential. We were also delighted to be placed at number 38 in The Sunday Times Virgin Fast Track 100, published in December 2014.

We are looking to strengthen our head office team and invite applications from ambitious, hard-working and talented professionals for the positions below. A positive and enthusiastic work ethic is vital for all roles.

Strictly No Recruitment Agencies. Previous Applicants Need Not Apply.

PAYROLL ADMINISTRATORS

The Payroll team is crucial in ensuring our contractors receive the correct pay. The team assist contractors with submission of timesheets and any pay or simple tax queries, including raising invoices when required. The successful candidates will be articulate, diligent and focused individuals. Typical responsibilities:

- Ensure the correct submission of invoices
- Record pay information onto schedules
- Deal with pay enquiries from agencies & contractors
- Assist with payroll processing
- Assist contractors to navigate our website to view their pay information

Full time positions available including late shifts and weekends (40 hours per week).
Must be flexible to cover shifts until 7pm, sometimes 8pm (during busy periods).

CLIENT CARE OFFICERS

These positions perform a vital role in maintaining relationships with our clients. They are responsible for managing any issues that our contractors might have, assisting with queries, processing expenses and providing helpful information. Typical responsibilities:

- Answer & resolve contractor queries
- Liaise with recruitment agencies and consultants
- Increase company retention rates via exceptional levels of service
- Confident telephone manner and interpersonal skills essential
- Build relationships with our contractors

Full time positions available including late shifts and weekends (40 hours per week).
Must be flexible to cover shifts until 7pm, sometimes 8pm (during busy periods).

CLIENT CARE ADMINISTRATORS

These positions perform a vital role in maintaining relationships with our clients. They are responsible for managing any issues that our contractors might have, assisting with queries, processing expenses and providing helpful information. Typical responsibilities:

- Process contractor expenses received by post, fax or email
- Set up new contractors on the RACS Group system
- Deal with contractor queries online and via telephone
- Spot-check and audit contractor expenses
- Excellent communication skills required

Full time positions available including late shifts and weekends (40 hours per week).
Must be flexible to cover shifts until 7pm, sometimes 8pm (during busy periods).

RACS Marketing (www.racsmarketing.com) is a creative and digital agency providing commercial services to a range of both local and national clients including RACS Group. Formed in 2014, the agency is experiencing a period of rapid growth and we are looking for ambitious marketing professionals to join the team:

ACCOUNT MANAGERS

We require marketing account managers to serve as the conduit between our clients and the agency. Previous agency or new media business development would be advantages as would the following attributes:

- Impeccable presentation & communication skills
- Proven ability to inspire clients with marketing ideas
- Strong writing skills with the ability to create a project brief
- Flexibility to attend meetings & events overnight
- Full driving license is also a prerequisite

Full time positions.
Monday to Friday - 9am to 5pm.

GRAPHIC DESIGNERS

We are looking for graphic designers with the capability to work across a wide range of media including brochures and print, advertising, point of sale, exhibitions and digital layouts. The following skills are required:

- Adobe Indesign, Illustrator & Photoshop
- Awareness of pre-press and print production
- Ability to take, clarify and deliver project briefs
- Excellent inter-personal & presentation skills
- Team player with exceptional attention to detail

Full time positions.
Monday to Friday - 9am to 5pm.

WEB DEVELOPERS

Proven PHP developers are required to enhance our digital offering and help establish RACS Marketing as one of the leading web agencies in the region. We are looking for pro-active individuals to communicate effectively with new clients. The following skills are desirable:

- Demonstrable expertise in PHP & MySQL
- Proficient in both HTML & CSS languages
- Experience of Content Management Systems including Magento, Opencart or Wordpress
- ASP or ASP.Net experience also advantageous
- Also Javascript libraries including JQuery

Full time positions.
Monday to Friday - 9am to 5pm.