

MERCO INTERNAL VACANCY COMPLIANCE OFFICER

The Company: Based in Raynes Park (near Wimbledon) we are a successful medical staffing agency specialising in the supply of Locum Doctors & GP's. Established in 2002 we have a number of exclusive and preferred contracts in the NHS and Private Health Sectors. Due to planned growth we are currently looking for an additional Compliance Officer to work alongside the current team. This is a full time permanent role.

The Role: Our Compliance Officers provide a critical administrative function to the rest of the organisation. The Doctors we supply must produce a number of professional documents before we can arrange work for them. It is this process that the Compliance Officer is required to support. As a Compliance Officer you will provide support to the sales teams by identifying urgent files, requesting and chasing professional documentation and then recording this information accurately on our database. This is a fast paced environment, you must be organised, an excellent communicator and have excellent attention to detail. Your day to day responsibilities will include:

- Contacting Doctors via telephone & e-mail to request documentation
- Briefing Doctors on the compliance process & offering general advice
- Maintaining & updating the database
- Requesting professional references & CRB's
- Assisting the Compliance Department as necessary

What we are looking for: We have grown very successfully since 2002 - our turnover doubled last year. You must be an excellent communicator, both written & verbal. You will be IT literate; able to use the internet and e-mails to support your role. This is a fast paced environment, you will understand the need to prioritise & appreciate the sensitivity of the services we provide. At least 12 months previous administrative experience essential – previous recruitment industry experience a real advantage. We can offer the successful candidate:

- Salary up to £18,000pa
- Free parking/office is 1 minute from Raynes Park overground train station
- 20 days holiday pa (plus bank holidays), increasing by 1 day each year to max. 25 days
- Working hours Monday to Friday, 8.30am to 5.30pm

CV and covering letter required in the first instance.