**Apprentice Recruitment Consultant/ Administrator (Croydon, Surrey)**

**REF: TRC**

**Apprenticeship summary**

**Apprenticeship standard Business administrator Level 3 (A level)** **or Recruitment Resourcer**

**Annual wage - £15,000 TO £16,000**

**Working week - Monday - Friday, 08:30 - 18:00. (40 hours a week)**

**What will the apprentice be doing?**

***Are you looking for an exciting new role in recruitment? Do you enjoy working in a fast-paced environment? Excellent opportunity for a candidate to work for a thriving recruitment firm. Someone having the capacity to create and maintain excellent client relationships, who may have experience working in the nursery, school, or care sectors.***

***An apprentice is needed to work on our public sector or education desks.***

***If you have worked within nurseries/schools/care sectors and/or have some experience this will be an advantage to the sector we provide recruitment for but is not necessary. Full training will be provided!***

**Duties and responsibilities will include:**

* You will be providing administrative support to the office and sales team
* You will be using job boards to identify suitable candidates, registering candidates, ensuring they are eligible, compliant and available to be put forward for vacant positions
* You will be formatting CVs, requesting references and ensuring you maintain the database
* You will also be working selected jobs alongside the experienced consultants; conducting market research, locating and mapping out ideal clientele within the industry, and carrying out business development to attract new customers and employment
* You will be expected to build relationships with these clients and either work with the team to satisfy these clients' needs or fill the jobs they bring on
* Development of existing/prospect clients
* Ability to identify/win/grow/retain business
* Ensuring you provide a high-quality service
* Headhunting
* Qualifying/shortlisting candidates
* Increase candidate base
* Generating leads
* Maintain candidate database
* Assessing and responding to needs of client
* Sourcing suitable candidates
* Managing the process
* Negotiating pay and salary rates
* Networking
* Building relationships
* Accurately maintain client files/database/operating systems
* Supporting your manager
* Does this sound like you?

***An ambitious, target driven and self-motivated individual, with a sharp mind, high levels of intelligence and initiative with the ability to learn quickly, work under pressure and enjoys working in a fast-paced environment. It is a result driven industry so you will need to be resilient and be mentally agile. You will receive training, support and encouragement from your teammates and managers from your very first day onwards!***

**What training will the apprentice take and what qualification will the apprentice get at the end?**

Full training will be given leading to a recognised Business Administration Apprenticeship Standard Level 3 Qualification or Recruitment Resourcer Qualification

Full on-the-job training will be delivered

Off-the-job training will be supported by our training provider - Davidson Training UK Ltd

You will complete the Functional Skills in maths and English up to and including Level 2 (if you don't already hold the equivalent)

All training will be delivered within the workplace during working hours

**What is the expected career progression after this apprenticeship?**

* Full-time position and growth within the business. We want to train an apprentice and help them grow and flourish with us
* We wish to mentor you and support you as you advance along with us
* We anticipate your continued growth and commitment to us also

**Desired skills and personal qualities**

* Communication skills
* IT skills
* Attention to detail
* Organisation skills
* Customer care skills
* Problem solving skills
* Administrative skills
* Number skills
* Analytical skills
* Logical
* Team working
* Creative
* Initiative
* Intermediate skills in outlook
* Intermediate skills in Excel
* Ambition and independence
* Excellent attention to detail
* A people person
* A proactive individual
* Self-motivated
* Ability to interpret data
* Desire to succeed
* Ability to work under pressure
* Professional in appearance
* Professional in conduct
* Articulate
* Good attitude to work
* Desire to work in recruitment

**Qualifications**

* GCSE or equivalent English (Grade A\*- C or 4-9) ESSENTIAL
* GCSE or equivalent Maths (Grade A\*- C or 4-9) ESSENTIAL

**Things to consider**

* No matter your background, we are committed to developing highly successful and independent individuals who are committed to not only achieving their professional and personal goals but exceeding them and making an impact.
* We believe in meritocracy and hiring people based on their attitude, ambition, ability and potential.
* Everyone who joins us will benefit from the same opportunities, trust and support.
* 28 days annual leave.
* Paid holiday.
* Pension.
* Staff recognition schemes.
* Employee Assistant Programme.
* Regular social gatherings and events.
* Annual Christmas event with awards and prizes.
* Comprehensive training and career progression.
* A modern working environment. A friendly and supportive team. And much more!

**About the employer**

A professional, independent, forward thinking recruitment agency, with a wealth of experience recruiting within the Public, Private, Social Housing, Health and Social Care and Not for Profit Sectors. Our clients range from Local Authorities, Housing Associations, NHS, Central Government, Charities and major Private Organisations across the whole of the UK.