**Apprentice Administrator (Greenwich Peninsular, London)**

**REF: DT2**

**Apprenticeship summary**

**Apprenticeship standard Business administrator Level 3 (A level)**

**Annual wage - £12,000 - £15,000 (Rising to £13,312 to £15,000 on 1st April 2024 in line with the National Minimum Wage requirements)**

**Working week - Monday to Friday 08:30am - 5.30pm with 1-hour unpaid lunch. (40 hours a week)**

**What will the apprentice be doing?**

***A fantastic chance for a candidate interested in working for this reputable recruitment firm. An Apprentice Administrator is needed to expand our productive workforce to provide highly effective, efficient and timely administrative support which meets the varied needs and complexities of the business.***

***An organised, dependable person who may desire to advance in their profession should take advantage of this great chance.***

**Duties would include:**

* Develop / manage pipeline
* Work as team to achieve KPI’s
* Maintain and build relationships
* Candidate documentation
* Compliance
* Assisting managers
* Manage candidate diaries
* Building relationships
* Advertising vacancies
* Resource candidates
* Receiving and reviewing applications
* Preparing CVs
* Organising interviews
* Maintaining admin systems
* Keeping computer databases up to date
* File management
* Develop professional working relationships
* Deal concerns
* Communicate telephone / email

**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

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.

Opportunity to progress within the company.

Opportunity for the post holder to manage current Quality Care cover client accounts via the bookings team progression pathway or progress via the Recruitment onboarding team progression pathway

**Desired skills and personal qualities**

* Communication skills
* IT skills
* Attention to detail
* Organisation skills
* Customer care skills
* Problem solving skills
* Team working
* Initiative
* Ability to prioritise workload
* Ability to work under pressure
* Ability to multitask effective
* Performance driven
* Strong influence
* Self-Motivated
* Flexible
* Results driven
* Professional attitude
* Target driven
* Uphold company values

**Qualifications**

* GCSE or equivalent English (Grade A\*- C or 4-9) desirable
* GCSE or equivalent Maths (Grade A\*- C or 4-9) desirable
* A Level or equivalent Any (Grade 1-9 (A\*-G)) desirable
* BTEC or equivalent Any (Grade Pass/Merit/Distinction) desirable

**Things to consider**

The list of responsibilities is not exhaustive, and the post holder should show flexibility to carry out other reasonable tasks or responsibilities under the direction of a manager. Some UK travel – Open days. Some Out Of Hours working to meet business requirements. Take part in campaigns. Provide effective cover for team members.

**About the employer**

We are a company set up to service the needs of Healthcare organisations to find suitable Nursing staff predominantly for day shifts. We understand that Healthcare is a 24 hour, 365 days a year business and as such requires true flexibility whereby Healthcare institutions are adequately staffed around the clock.