**Business Support Officer Apprentice (Takeley, Essex)**

**REF: HJ2**

**Apprenticeship summary**

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

**Annual wage - £11,700 to £13,650 (Rising to £12,480 to £13,650 on 1st April 2024 in line with the National Minimum Wage requirements)**

**Working week - Monday - Friday 8.30am - 5.30pm (37.5 hours a week)**

**What will the apprentice be doing?**

***We are looking to appoint a Sales Support/Compliance Administrator to work with us in our offices based in Takeley (close to Stansted Airport).***

***As a sales environment there is never a dull moment when working with us, our team are a friendly, fun vibrant group of people who work hard to strive and achieve amazing results.***

**Daily duties will include but not limited to**:

* Administrative tasks to support the team from presales to post sales
* Sending out confirmations to our candidates and clients
* Maintaining diaries and schedules for workers
* Working closely with all departments to ensure all amendments, queries and updates are communicated correctly
* Setting up all contracts on the CRM and maintaining these
* Assisting with candidates and client billing queries
* Sending out registration forms to potential applicants
* Applying and chasing for references
* Updating the CRM
* Formatting CVs
* Completing Checklists
* Answering incoming calls

***We are not necessary looking for any experience as this is a unique opportunity to learn all aspects within a recruitment company to help you decide which career path you would like to take with us.***

***Applicants will however need to be customer service focused with excellent communication skill, be able to prioritise multiple duties within a day, work well as part of a team and be passionate in learning new skills.***

**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?**

We are not necessary looking for any experience as this is a unique opportunity to learn all aspects within a recruitment company to help you decide which career path you would like to take with us.

**Desired skills and personal qualities**

* Communication skills
* IT skills
* Attention to detail
* Organisation skills
* Customer care skills
* Administrative skills
* Team working

**Qualifications**

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

**Things to consider**

Applicants will need to be customer service focused with excellent communication skills, be able to prioritise multiple duties within a day, work well as part of a team and be passionate in learning new skills.

If you are career minded and have bundles of energy, passion and pride in what you do, then please apply now and someone will be in contact.

**About the employer**

Specialist Staffing providers of qualified and unqualified social care, GP, hospital doctors and medical professionals throughout the UK. With over 40 years combined industry experience, we work with local authority, NHS, private and charitable organisations supplying to all social care and medical disciplines