**Apprentice Recruitment Resourcer/Consultant/Administrator (Greenwich Peninsular, London)**

**REF: DT3**

**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?**

***We are looking for an Apprentice Recruitment Resourcer / Consultant to join our successful team. This is an exciting opportunity for an organised reliable person who may want to progress their career within recruitment.***

***To oversee the process of registering candidates in line with recruitment policies and maintaining compliance of registered candidates. Administrative based role with some resourcing.***

**Duties would include:**

* Registration leads
* Arranging interviews
* Prioritising candidates
* Advertising campaigns
* Advising candidates
* To understand all areas of the business
* Send and receive emails
* Receive and make telephone calls
* Market compliance
* Assist with stock inventories
* Any other administrative duties identified by management
* Filing

***To run a profitable desk and achieve the Company’s business objectives through successfully building relationships with clients and candidates. The individual needs to be proactive and competent in managing accounts in order to ensure consistent growth. The individual would need to have a strong understanding of the current market and its workings.***

**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.

**Desired skills and personal qualities**

* Communication 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
* Self-Motivated
* Flexible
* Results driven
* Maintain relationships
* Prioritise workload

**Qualifications**

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