**Customer Service based Admin Apprentice within Healthcare Recruitment (Takeley, Essex)**

**REF: HJ1**

**Apprenticeship summary**

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

**Annual wage - £10,982.40 (Rising to £13,312 on 1st April 2024 in line with the National Minimum Wage requirements)**

**Working week - Monday - Thursday 8.30am - 5.30pm. Friday 08.30am - 5.00pm Shifts to be confirmed (40 hours a week)**

**What will the apprentice be doing?**

***We are seeking a team player with energy, passion and pride as well as excellent customer first approach in delivering and meeting targets with a self-motivated attitude. You will be given the opportunity to work alongside our specialists. We will build and develop your desk with training, support and career development provided from our industry leading experts.***

**You will be responsible for:**

* Building rapport and maintaining relationships with candidates
* Speaking to candidates to gain their availability
* Working closely with the recruitment, compliance, booking and payroll teams to solve your candidates’ queries
* Building and maintaining the candidate database

**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 searching for talented people who want to support and expand our company in anticipation of permanent positions following any apprenticeships.

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**

* Those seeking 9-5 jobs need not apply. However, 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.
* 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 we want to hear from you!

**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