

## Administration Apprentice Level 2 Business Administration in Brentwood

### About the company:

A fantastic opportunity to be placed within an established recruitment organisation based in Warley, Brentwood. A great chance for an individual to flourish in a family orientated, energetic environment.

### Job Description:

Responsibilities:

- Dealing with incoming and outgoing post
- Meeting and greeting customers
- Filing, scanning and photocopying
- All general admin roles to support the recruiters
- Answering the telephones
- Writing and posting job adverts
- Liaising with recruitment agencies and internal customers
- Pre-screening candidates via telephone
- Proactively sourcing candidates using CV search facilities online
- Shortlisting CV's
- Updating recruitment spreadsheets and filing recruitment paperwork
- Arranging interviews and diary management
- Requesting and chasing references
- Supporting the department with ad hoc projects

### Working week:

(Monday-Friday) 9:00am- 5:30pm  
40 hours per week

### Wage:

£140.00 per week

### Training:

TheLightBulb will provide the full Level 2 Business Administration Apprenticeship, this will include the three-day technical certificate, course and exam.

You will also complete your Functional Skills (Mathematics, English and ICT) if required.

### Skills Required:

- Excellent communication and customer service skills
- Excellent written and spoken English
- Computer literate
- Well organised

### Personal Qualities:

- Able to work well within a team as well as work confidentially
- Methodical
- Possess strong time management
- Good attention to detail