

Administration Apprentice Level 2 Business Administration in Hornchurch

About the company:

A fantastic opportunity to join a successful and growing Recruitment Agency. The successful applicant will be part of a vibrant team and the right candidate will be motivated to train and develop into a Consultant role.

Job Description:

Responsibilities:

- You will be the first point of contact regards incoming telephone calls, ensuring any messages are recorded clearly, with all details obtained.
- You will complete outgoing telephone calls to clients and candidates, including sales calls and again be the first point of contact, greeting clients and visitors to the office.
- As an Apprentice Recruitment Consultant, you will be responsible for developing business in your own specialist industry, understanding your clients hiring needs and sourcing high calibre candidates.
- Working alongside and supporting a Senior Consultant, you will be focused on learning about the recruitment agency environment and developing a good all-round knowledge of the industry.
- You will be focused on creating and developing on-going client relationships, filing registration packs.
- Managing your clients' recruitment from inception to completion.
- You will develop your understanding of your market, becoming an expert in that area.
- You will be sourcing candidates and understanding their needs whilst matching to a suitable role.
- You will maintain and update the client and candidate database, as well as updating your own activities.
- General day to day duties will include preparing letters to clients, supporting the invoicing process, photocopying, faxing, scanning, filing, emailing, and managing incoming and outgoing post.

As recruitment is a sales role, you will be rewarded for your hard work. We offer bespoke training, excellent earning potential and aim to develop you to be the best possible consultant to your clients.

You will have a personal development plan and be supported by your own line manager and mentor, who will assist your progress as you manage your own recruitment desk.

Working week:

(Monday-Friday) 8:30am- 5:30pm
40 hours per week

Wage:

£270.00 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:



Attention to detail is important.

Personal Qualities:

- Ambitious with a need to grow and develop your own career.
- Strong computer skills.
- Strong communication and interpersonal skills.