

Apprentice Service Administrator

Are we right for you?

Your first step into the working world is an important one, you want to be guided, supported, and developed. Operam Education Group has already been highly successful in nurturing apprentices into senior permanent staff through our career pathways. If you are looking for an opportunity to start a career, becoming an Apprentice Service Administrator in a recruitment environment, could be your first step into developing a career with Operam Education Group. Whilst working towards a qualification via college, you will learn on the job in a busy and varied role with support from your line manager and colleagues. You will also receive support from our Apprentice Ambassador, who has successfully completed their apprenticeship with us and is now a permanent role; there are also apprenticeship networking opportunities within the Group for peer support.

Are you right for us?

You will be a motivated and enthusiastic individual who is eager to learn and develop. A 'can do' attitude is essential. You will need to be reliable, hardworking, and conscientious to join.

You will be expected to support a busy recruitment office, working with Recruitment Consultants to deliver the best service to clients and candidates. You will need to support the daily running of the office and be a team player, who is willing to assist colleagues as and when with your main duties being administrative work.

The benefits of being an apprentice:

1. Start earning a wage.
2. Learn how to become part of a team.
3. Develop your confidence, communication skills and build your resilience.
4. Learn how to develop a work routine.
5. Develop work-based competencies and skills.
6. Be able to choose the right career pathway for you.
7. Learn how to manage a job and study for a qualification at the same time.
8. Continuous support and training for your role.
9. Increase your employability.
10. Enhance your CV.

Main responsibilities/role:

- Assist the team with day-to-day administrative tasks.
- Clear candidates for work, chase references and conduct checks.
- Answer phones, deal with enquiries and take messages.
- Open the post as and when requested, distributing accordingly.
- Input data onto computer systems and keep up to date.
- Source suitable CV's / candidates using online social media platforms and job boards.
- Book meetings/registrations in the diary.

- Send interview confirmation emails.
- Ensure candidates have correct documentation and right to work.
- Complete compliance checks on candidates.
- Develop good working relationships with candidates and grow a strong candidate database.
- Learn industry specific terminology.
- Adhere to all company policies.
- Ensure general office areas are tidy.
- Contribute to advertising and marketing.
- Become part of a progressive company with a tailored career journey.

Person Specification:

- Good communication skills – both verbal and written.
- An outgoing, sociable personality who enjoys speaking to people.
- Efficient time management and organisational skills.
- Good telephone skills– not scared to pick up to the phone and speak to customers.
- Attention to detail.
- GCSE English and Maths – Grades A-C or (4-9).
- Be able to contribute to team working.
- Demonstrate a willingness to learn.

The successful applicant will enrol at a local college.

Hours – 8.30am – 5.00pm Monday to Friday with reduced hours in the school holidays.

What our most recent Apprentice said:

“Apprenticeships are a fantastic opportunity to expand your knowledge in the sector whilst earning at the same time. I would recommend young people take control of their own futures and get out there to look for their ideal apprenticeship role, if you know studying fulltime isn’t for you. I wanted start work, earn a wage, and complete my studies, but I gained so much more at OEG due to opportunities and career pathways available, if you work hard. Each apprenticeship is tailored to suit your daily role and there are varying streams of support at Operam to guide you through including our Apprenticeship Ambassador, which is me!

I joined Operam Education Group on an apprenticeship and studied Business Administration Level 3 which resulted in being awarded an NVQ in Business Admin. The support and training I have received from OEG is unrivalled by any other company that I am aware of, I have learnt so much. I was excited and motivated by the opportunities tabled at my interview, hard work does not go unnoticed, you are valued and given opportunities. I am now progressing my career as a Trainee Recruitment Consultant and Apprenticeship Ambassador.

As the Apprenticeship Ambassador, I can support you and guide you throughout your apprenticeship, such as help you plan your study time, support you with your assignments if needed, and give you a helping hand throughout the duration of your journey.”