**Apprentice Candidate Engagement Specialist**

**Level 3 Business Administration Apprenticeship**

**Who are we?**

We are Amberjack. Experts in future talent and volume recruitment outsourcing, technology and assessment. We’re passionate about connecting future talent with inspiring employers to give them a head start in building a successful career through Graduate, Apprentice and Intern roles. We develop volume recruitment technology and services that help organisations make their connections with early careers talent (candidate) simple and effective.

**About the opportunity**

Our Newbury based Resourcing Services team are the first point of contact for Early Careers candidates applying to client recruitment campaigns, and they’re looking for new team members to join them on our own apprenticeship programme.

As an apprentice Candidate Engagement Specialist, you’ll be working within smaller teams supporting a number of different campaigns; you’ll be supported by your Candidate Management Specialist colleagues.

Working with clients such as Unilever and PWC, all the way to Deloitte, Morrisons and Virgin Media, you’ll play a meaningful part in the candidate journey.

Your main responsibility will be to stay in touch with candidates helping to move them along each stage of the recruitment process. You’ll get involved with:

* providing basic technical trouble-shooting advice to candidates, via email, chat functions and phone calls, relating to our technology platforms
* application screening
* Carrying out coaching calls for assessment centres to prepare candidates and give them some tips for the day
* Providing post-assessment centre advice to candidates on how they performed

You will build a great skill set that will include project administration, effective communication, through liaising with candidates & clients, organisation & administration skills through helping to prepare information for reporting. You will also learn how to screen applications and video assessments.

**About you**

We’re open to meeting candidates of all kinds!

You will have level 4 in GCSE (or equivalent) in Maths & English & ideally educated to A-level; you may have gained some work experience.

This role may be of interest if you have a business related or psychology related GCSE or you may simply be keen to take on and grow in a role which will give you a good grounding in general business administration.

You should be confident in your Microsoft Word and Excel skills – you'll find you use these programmes a lot. Key attributes we’re looking for include:

* Great organisation skills
* Comfortable handling multiple tasks at once
* Confident in communicating with people (you will liaise daily with clients, candidates and team members)
* Ability to prioritise and work to deadlines
* Able to stay calm working in a fast-paced environment

**Why join us?**

Working in a friendly team environment with supportive colleagues, this role will give you the opportunity to grow & develop your skill set, interacting with different teams in the business and with a great range of client brands.

At Amberjack we practice what we preach. We value difference and understand the value that having a diverse workforce brings to the organisation and our clients. We pride ourselves on creating an inclusive working environment where every employee has the opportunity to be themselves and experience our collaborative, supportive and most importantly fun culture.

You will be working in our Newbury town centre offices, we have a bike shed and car parking onsite for our employees to use and are a very short walking distance from both the bus & railway stations.

Amberjack’s standard working week is 37.5 hours, working 9.00am - 5.30pm Monday to Friday with an hour for lunch.

To apply please click on the link below and a member of our team will be in contact with you:

xxxxxxxxxxxxxxxxxx