Apprentice Business Administrator

Do you want to build the foundations to a successful career while helping others do the same? Join our Resourcing Services team on our Business Administrator Apprenticeship and help people reach their potential all while earning a salary of £17,500 and studying toward your Level 3 Business Administration Apprenticeship.

Here’s a bit about the opportunity…

As an Apprentice Business Administrator, you will play a meaningful part in every candidate journey, working with clients such as Virgin Media O2, Morrisons and Network Rail. Working in small teams that support our client campaigns, you’ll stay in touch with candidates, helping them move through the recruitment process, for Early Careers roles, just like this one! During the apprenticeship, you will:

* Build your communication skills by carrying out candidate coaching calls for assessment centres, giving them tips for the day
* Liaise with candidates to offer post-assessment centre advice on how they performed
* Develop administration and organisation skills by preparing information for campaign reports
* Gain an understanding of different recruitment processes by completing application screenings and video assessments
* Develop project administration skills by aiding in the day-to-day running of campaigns

You will be based in Newbury, with the opportunity for some home working after your initial training period and once settled in the role.

What we looking for…

We’d like to meet individuals that are keen to grow a solid understanding of business administration and are comfortable using Microsoft Word and Excel for basic needs – we’ll teach you the ropes! You should have level 4 GCSEs (or equivalent) in Maths and English. Other qualities we’re keen to see include:

* Good organisational skills
* Ability to multi-task
* Confident communicator

What we’re offering you…

Earn a level 3 Business Administration apprenticeship qualification that will provide a great foundation for wherever you want your future career to go! Enjoy a friendly working environment with opportunities to grow, both personally and professionally. As well as a great culture and real responsibility, you can also enjoy a salary of £17,500 and an exciting benefits package, including:

* Access to 1000s of unique discounts
* Subsidised gym membership
* Cycle-to-work scheme
* Your birthday off

And all about us

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 simple and effective. We enable organisations to remove barriers to inclusivity and diversity and rapidly identify future potential.