

POST:	Business Administration Apprentice
APPRENTICESHIP:	Business Admin L3 Apprentice x4 vacancies
SALARY:	40 hours paid @ £200 per week including a training day. Traineeship Expenses are paid at £20 day
START DATE:	ASAP

We are a market leading, specialist medical recruitment agency dedicated to the provision of Medical Professionals to our nationwide list of clients within the NHS, public and private sectors.

Role Overview:

Compliance is key for ensuring our company abides by the latest NHS Employer Check Guidelines and industry legislation and our Compliance team is considered a vitally important and valued part of the business.

The successful candidate(s) will join the compliance team to help provide support to our Compliance Officers in making sure all our candidates are referenced according to the industry and NHS guidelines. The Role will be to provide support to our compliance team to ensure reference requests and compliance documents are sent out, received, checked, and logged in accordance with our internal processes.

Tasks and Duties

- Manage requests for compliance and references from the recruiting teams.
- Check through CVs, ensuring employment history is up to date.
- Review referee details nominated on the CV and ensuring they flow a historically chronological order covering the past 3 years.
- Make telephone calls and/or write emails to candidates.
- Chase outstanding documentation with the teams
- Track, chase and review outstanding references to ensure they are received in a timely manner.
- Review references upon receipt; escalate poor references to Head of Compliance.
- Present documentation from healthcare professionals back to owning compliance consultant to process.

All successful candidates will be trained on how to use our in house CRM system, recruitment platforms.

Core Skills and Attributes

- Organisational skills.
- Ability to work within a team and take direction.
- Ability to multi-task.
- Excellent telephone manner.
- Professional approach to work.
- Self-motivated with a positive attitude.
- Knowledge of Microsoft Office.
- Good attention to detail.
- Motivated to learn and develop office and communication skills.
- Knowledge of using the internet

We have built a bespoke 6 month development programme for our trainees to assess competencies along their career pathway.

On Boarding:

Our new candidate(s) will spend the first few weeks being trained in basic office skills and information about the company.

- Company induction
- Tour of building and introductions
- Health & Safety
- Code of Conduct, including timekeeping and attendance
- Taking telephone calls
- IT systems training
- Basic administration skills.

Job specific training will be given where appropriate and a portfolio of online learning and classroom training will be offered.

Mentorship – Our Project Lead will be acting as a mentor throughout the six month period to ensure the new starters receive supplemental support and can keep on track.

Review Process – As part of the development programme, we will have an official one to one review process, to provide the new starters with an opportunity to receive and give constructive feedback: End of first week and monthly thereafter.