

<b>POST:</b>	Administrator Apprentice x2
<b>APPRENTICESHIP:</b>	Business Administration level 3 (18 months)
<b>START DATE:</b>	ASAP
<b>LOCATION:</b>	London, W1D 3QL
<b>WORKING HOURS:</b>	Monday- Friday, 8.45am – 5.30pm Every Tuesday training at City Gateway 37.5 hours
<b>SALARY:</b>	£12,000 - £18,000 Commission/Bonuses

## The Organisation

CNA Associates is a recruitment consultancy resourcing an Administrative Apprenticeship opportunity, working within the Company's new office in Soho London.

## Duties and responsibilities

- The role will involve speaking to candidates for all level of roles and managing your candidate pool.
- You will search for candidates on leading job boards and qualify them to ensure quality is found.
- We are currently willing to offer Sales experienced /Graduate candidates the opportunity to join a specialist Recruitment Consultancy in Soho Square.
- The role will involve business development, account management and headhunting candidates for senior level roles and managing the recruiting process through to offer and start date.

## Benefits:

- Un-capped commission scheme
- Contributory Pension.
- On-going training delivered
- Friendly and supportive working environment.

## The Ideal Trainee Executive Recruitment Consultant:

- If you are determined, motivated, proactive and persuasive, we want to hear from you.

- You will be provided with a comprehensive training programme which will include mentoring, in-house and external training, and on-going support to enable you to be a highly successful executive recruitment consultant.

You will have ambition and with the help and support of the Company, you will create your own substantial business or market leading niche within the firm.

### **Desired Skills**

- Driven personality

### **Desired personalities**

- This is a fantastic opportunity for a bright, target driven individual with a passion for sales to work as an experienced Recruitment Consultant for a privately-owned, forward-thinking business.

### **Desired qualification**

- Maths GCSE grade A\*-C or 9-4 or equivalent or Functional Skills Level 2
- English GCSE grade A\*-C or 9-4 or equivalent or Functional Skills Level 2

### **Future prospects**

- Progress to full consultant £20k - £25k