

VACANCY INFORMATION

Vacancy type*	Apprenticeship
Vacancy title*	Business Administration Apprentice
Course level*	Business Admin Level 3
Number of positions *	1
Duration*	18 month
Type of job*	Office (On-site)
Job location*	11th Floor, Beaufort House 15 St Botolph Street EC3A 7BB
Working hours (incl. agreed breaks) *	Monday - Friday, 9.00am - 5.00pm Every Tuesday training at the city gateway 9:30am to 4:30pm
Pay rate (annual salary + hourly rate) *	£13000 to £15000 pa/ depending on the suitability of the candidate
Any additional payment or financial support available	
Job Description*	<ul style="list-style-type: none"> • Update our job map via Google Maps for our consultants • Managing our database, software and CRM • Delete files/merge files • Manage placements • Adding and removing fields • Removing interviews • Creating data list exports • Analytics • Note removal • Field mappings • Liaising with relevant supplier when issues arise • Social media • Hootsuite • Posting content regularly on all social media accounts

	<ul style="list-style-type: none"> • Writing jobs adverts, blog articles, managing website etc • KPI Management • Basic admin duties (data entry etc)
Duties and responsibilities	
Desired skills*	
Desired personal attributes	Vivid Optical are looking for a new apprentice to join their recruitment team. This is a great opportunity to gain experience and become a successful administrator. The role includes posting content regularly on all social media accounts, writing jobs adverts, blog articles, managing website and creating data list exports.
Desired qualifications *	L2 Maths and English
Desired dress code	smart
Closing date*	
Possible start date*	
Additional information	