

VACANCY INFORMATION	
Vacancy type*	Apprenticeship
Vacancy title*	Apprentice Administrator L3
Course level*	Business Admin Level 3
Number of positions *	2
Duration*	18 months
Type of job*	Office (On-site)
Job location*	18 Soho Square, London, W1D 3QL
Working hours (incl. agreed breaks) *	Monday; Wednesday-Friday 08.45– 17:30; Tuesday 09:30-16:30 Training at City Gateway 37.5
Pay rate (annual salary + hourly rate) *	£12,000 to £18,000
Any additional payment or financial support available	Commission/Bonuses Un-capped commission scheme Contributory Pension. On-going training delivered.
Job Description*	Resourcing Administrative Apprenticeship opportunity, working within the Company's new office in Soho London. 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. 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.
Duties and responsibilities	Business development, account management and headhunting candidates for senior level roles and

	<p>managing the recruiting process through to offer and start date.</p> <p>Speaking to candidates for all level of roles and managing your candidate pool.</p> <p>Searching for candidates on leading job boards and qualify them to ensure quality is found.</p>
Desired skills*	<p>You are determined, motivated, proactive and persuasive.</p> <p>You 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.</p> <p>A bright, target driven individual with a passion for sales to work as an experienced Recruitment Consultant for a privately owned, forward-thinking business.</p>
Desired personal attributes	<p>Driven personality</p> <p>Bright, target driven individual with a passion for sales to work as an experienced Recruitment Consultant for a privately owned, forward thinking business.</p>
Desired qualifications *	<p>L2 Maths</p> <p>L2 English</p>
Desired dress code	Smart casual
Closing date*	As soon as possible
Possible start date*	As soon as possible
Additional information	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.