

## Apprentice Recruitment Administrator

- **Location:** Siddals Road, Derby
- **Postcode:** DE1 2PW
- **Programme:** Business Administrator L3
- **Salary:** £12,000

An exciting opportunity has arisen for a proactive, passionate and talented individual to join the Recruitment team as a Recruitment Administrator. The primary function of this role is to support the Recruitment team to place candidates onto our Apprenticeship programmes. Typical duties involve responding to incoming enquiries through calls, emails and face-to-face appointments, maintaining CRM database by adding and updating new content and regularly reconciling with other systems to ensure all information is accurate, creating and advertising job descriptions on relevant job boards, reviewing and shortlisting new apprenticeship applications as well as capturing Expression of Interests at school events.

### Roles and responsibilities:

- Respond to incoming candidate, parent and Training Provider enquiries via our website, incoming calls and emails
- Data entry - maintaining company CRM Database with adding and updating new content including:

o Interview calendar

o Website queries

o Website vacancy reconciliation

o Expression of Interests

- Create and advertise job descriptions on relevant job boards such as Indeed, .Gov and social media channels
- Filtering apprenticeship applications and shortlisting candidates for the Recruitment team
- Support with organising interviews
- Prepare CVs and support candidates create their interview videos
- Inform candidates of interview feedback
- Complete Open Evening suitability checks for weekly appointments
- Keeping candidate pool engaged and regularly cleansed
- Supporting with collection of Expression of Interests at school events
- Supporting Recruitment team with adhoc duties

### Weekly outputs:

- Respond to incoming queries within 48 hours
- Complete weekly Open Evening suitability calls
- Ensuring CRM is updated weekly with candidate interviews
- Cleansing DocuSign on a weekly basis
- Completing website vacancy reconciliation on a weekly basis
- Call 30 candidates per week
- Advertise job descriptions within 48 hours
- Filtering and shortlisting candidates within 48 hours of their application

## Monthly outputs:

- Ensure no candidates are in the Talent Pool for longer than 90 days
- Attend Careers/Job Fairs and capture 25 expression of interests
- Support with employability sessions

## Future Prospects

There is an opportunity to progress into a Recruitment Executive role if the individual shows initiative, determination and drive to progress.

## Training and Development

You will have regular meetings with your line manager to develop your personal and professional development through training courses, activities and team building days.

## Why work for EMA?

- A family-oriented, progressive business with a culture of support and development
- We have embraced the working from office and home balance and continue to appreciate the value of our employees doing both, to support the business and personal needs
- Clear career progression routes set with achievable targets and review points
- Quarterly social activities, paid Christmas party and ad hoc socials
- Senior Management have an open-door policy
- 20 days holiday + Bank holidays + Christmas Shutdown
- The Derby Training Hub is within 100m of the Derbion Centre for Shopping and Food Outlets
- The Nottingham Training Hub is within 300m of Nottingham Market Square for Shopping and Food Outlets

## Further Information

- This is an office-based role in our Derby Hub.

## Application question(s):

- Do you hold 5 GCSE grade C/4 or above, including Maths and English?
- Why are you interested in this position?
- Why would you like to work for EMA Training?