**Apprentice Recruitment Consultant/ Resourcer (Lichfield)**

**REF: REGS**

**Apprenticeship summary**

**Recruitment Resourcer**

**Annual wage - £15,600**

**Working week - Monday to Friday - Two shifts would be split across the week i.e. Monday 8:30-4:00 Tuesday 10:30-6:00 (40 hours a week)**

**What will the apprentice be doing?**

***We are seeking a Recruitment Consultant/Sales Consultant. Are you keen to get stuck in, learn quickly, and***

***take on new challenges? We are looking for someone who has excellent rapport building skills and is comfortable and confident speaking to people on the phone and in person who is able to demonstrate outstanding customer service. Duties include placing job adverts for roles across our target areas plus more.***

* Dealing with application enquiries
* Making phone calls
* Answering calls and enquiries
* Sending and receiving emails
* Data entry
* Filing
* General administrative duties
* Marking trial assessments
* Counter enquiries

**What training will the apprentice take and what qualification will the apprentice get at the end?**

Full training will be given leading to a recognised Recruitment Resourcer Apprenticeship Standard Level 2 Qualification

Level 2 Certificate in Recruitment Resourcing

Level 2 NVQ Certificate in Recruitment Resourcing

Full on-the-job training will be delivered

Off-the-job training will be supported by our training provider - Davidson Training UK Ltd

You will complete the Functional Skills in maths and English up to and including Level 2 (if you don't already hold the equivalent)

All training will be delivered within the workplace during working hours

**What is the expected career progression after this apprenticeship?**

Full training would be provided at and once fully trained there would be the option to work from home for two days per week.

If you have the desire for sales/recruitment, there is potential for future career progression.

There are various opportunities available with the employer should you be successful within the progression of your apprenticeship.

**Desired skills and personal qualities**

* Attention to detail
* Organisation skills
* Administrative skills
* Recruitment experience
* Sales experience
* Excellent communication skills
* Confident fluent English

**Qualifications**

* GCSE or equivalent English (Grade A\*- C or 4-9) desirable
* GCSE or equivalent Maths (Grade A\*- C or 4-9) desirable

**Things to consider**

We are in the process of moving close to to Lichfield Train Station. We are looking for a Recruitment Consultant but would also consider Recruitment Resourcer as there is many crossovers of roles/responsibilities. What we offer: • The opportunity to learn quickly in a friendly and supportive environment. • Training and ongoing support. • Work in a small, committed team with big ambitions. • An office based in a vibrant area of Birmingham City Centre with pupil transport including national trains and bus networks within walking distance to our office.

**About the employer**

Recruitment Education Global Services are a leading education recruitment company based in Birmingham, helping to cover the whole of the midlands, Staffordshire and Worcestershire. Our prime focus is how we can make a difference in Education by providing high calibre of staff on long-term to permanent placements across Primary, Secondary and Special Educational Needs schools..