

Recruitment and Enrolment Administrator Apprentice - Skills 4 Pharmacy

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Company: Learning Curve Group

Location: Preston

Category: Office-and-Administrative-Support

Due to a continued period of growth Skills 4 Pharmacy have an exciting opportunity for a Recruitment and Enrolment Apprentice to join their Preston head office team! About Skills 4 Pharmacy Skills4Pharmacy is a Pharmacy Apprenticeship Training Provider dedicated to initiating and furthering the careers of Pharmacy Technicians and Pharmacy Support Workers. We take pride in delivering high-quality training programmes to learners and have a team of tutors ready to guide and support learners on their journey to certification. The company has been delivering courses since 2015, providing high quality, in depth and supportive training programmes to learners, carried out by an experienced learning and teaching team.

Main Duties As an Apprentice Recruitment and Enrolment Administrator you will: Work alongside the Business Development Team to screen applicants for roles Communicate with employers over the phone and email Complete enrolment forms and documentation to onboard students Liaise with customers to place apprentices Upload apprenticeship vacancies to online platforms Manage employer accounts Screen and send applicants to clients

Requirements **Desired Skills and Qualities** Excellent IT skills especially in the use of Microsoft Excel & Word Excellent communication skills with colleagues at all levels and good attention to detail High level of attention to detail Personable and engaging Organised and self-reliant Enthusiastic and professional

Benefits Salary, Hours and Benefits 9,400 - 10,300 per annum Monday to Friday, 9am - 5pm Generous annual leave entitlement

What Apprenticeship Training will you Receive? The successful applicant will complete and obtain

a Level 3 Business Administrator Qualification through Learning Curve Group. You will be taught through: 4-6 Weekly 1-2-1 Sessions with your tutor 6 weekly hours of Off The Job Training The course is a 14 month long programme More info can be found here <https://www.learningcurvegroup.co.uk/courses/learners/level-three-business-administrator-apprenticeship>

Next Steps If this sounds like the perfect role for you, submit an application! Once we receive your CV, one of our team will be in touch to help you with the next stage. The application process includes an informal chat with our recruitment team which will be booked in around your schedule, followed by a more formal employer interview if shortlisted.

Eligibility Criteria You must have the right to work in the UK, and valid residency status to apply for this apprenticeship. Contact Info If you would like to ask any questions prior to applying please get in touch via the details below. Adam.

hutchinson@learningcurvegroup.co.uk 01388 433677

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