



## **Position: Administration Administrator**

The Childcare Company / Impact Futures is a leading national training provider offering training in Childcare, Health and Social Care, Management, Business Administration, Customer Service and Team Leading qualifications. We currently train over 1500 learners each year that are supported by our passionate and friendly team.

We have an exciting opportunity for a successful candidate to join our friendly busy administration team. Location of the role is at our head office in Langley with an element of travel to learner/employer business premises and team meeting venues. Therefore, the successful candidate will have a car and hold vehicle insurance that includes business use.

Depending on the skill set of the candidate the administration assistant will be placed in one of our teams; Enrolment, Certification, Sales.

The successful candidate will undertake a variety of duties that will support their team. As there is a significant amount of interaction with learners and their employers the successful candidate will be able to demonstrate an excellent telephone manner with a personality that is interactive, motivating and engaging in addition to basic administration tasks, being organised and self-disciplined with good time management skill.

### **Office Administrator and Skills**

- Previously held an administration role
- Qualified to Level 2 in Maths and English Language (Grade C or above GCSE or equivalent)
- Proficient in Microsoft Office programs
- Exceptional communication and customer service skills
- Strong attention to detail
- Excellent time management skills
- Strong organisation and prioritisation skills
- Ability to handle confidential information
- Ability to work without supervision
- Ability to multitask
- Ability to be compliant in government funding rules applicable

### **The successful candidate will have the following attributes:**

- Strong work ethic
- Good personal presentation
- Flexibility
- Honesty and Integrity
- Excellent time keeping and personal organisation
- Calm approach
- Embrace online learning
- Motivational and inspiring personality
- Team working, collaboration and co-operation



### **Salary and Benefits:**

- Competitive salary package from £19 k reflective of experience
- 40-hour week
- 32 day's annual leave - Your Birthday is an additional day leave after 1 year of completed service
- Annual full team party
- Monthly staff reward & recognition – evening meal for 2
- Equipment supplied to support role
- Continuous Professional Development
- Career progression opportunities

The Childcare Company / Impact Futures are an Equals Opportunity employer and welcome applications from all suitability qualified persons regardless of their race, disability, religion/belief, sexual orientation or age.

Job offers are subject to a satisfactory DBS check.