



Administrator

Salary – Dependent on skills and experience

Office Based - Billingham

Semta Apprenticeship Service is the expert partner of choice for advanced manufacturing and engineering Apprenticeships. Backed by our unrivalled sector expertise, we provide a seamless end to end solution – from programme development and recruitment to independent assessment and certification.

Led by employers, our job is to transform the skills and productivity of the people who power our engineering and advanced manufacturing technologies sectors, enabling UK industry to compete on the global stage. We bring together employers and education to focus action on skills.

Purpose of the Role

- Follow business practices to ensure the timely and accurate completion of data entry onto the Management Information system (MIS).
- Work alongside the compliance and audit team to maintain accurate data.
- Provide Administrative support to a regional team.
- Would welcome candidates who have experience of working in the apprenticeship arena and have worked for a Private Training Provider

Knowledge/ Skills / Experience

Essential	Desirable
<p>Experience:</p> <ul style="list-style-type: none"> • Have previous knowledge of working for a private Training Provider • Has knowledge and use of MIS • Proficient in Microsoft Package, particularly word & excel • Business Admin Level 2 • Good communication skills • Good level of organisational skills • Basic DBS disclosure 	<ul style="list-style-type: none"> • Knowledge & understanding of SFA funding rules and associated documentation

For further details and an Application form please contact Susan Martin on email HR@Semta.org.uk, or by post at Human Resources, Unit 2 The Orient Centre, Greycaine Road, Watford, Hertfordshire, WD24 7GP.

Closing date for applications will be 13th October 2017.

Semta is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.