

Job description

Job Title: Data and Business Administrator

Job Types: Full Time. Monday to Friday

Salary: £26000 -- £28000

Brief Job Description:

As Data and Business Administrator, you will be an integral part of our Company assisting in the day-to-day administration, analysis and improvement of business processes, identifying opportunities for increased efficiency and cost savings, and supporting the development of strategic initiatives. You will work within an organisation, supporting its operations, and helping to manage, change and plan for the future in line with their goals. This position offers an exciting opportunity for personal and professional growth while learning and growing alongside experienced professionals in the field. You will be responsible for working closely with our clients and internal teams.

Responsibilities:

1. Supporting everyday business operations:

- Supporting the recruitment and apprenticeship team.
- Assessing the eligibility of the candidates.
- Processing employer and apprentices' paperwork.
- Registering candidates on the Initial Assessment platforms.
- Registering apprentices with the Awarding Bodies and EPAOs.
- Booking exams, administering exam downloads, checking results, and handling certificates.
- Creating Onefile e-portfolios.
- Designing and creating paperwork, documents, surveys, and records using the PICS platform.
- Providing customer service.
- Supporting Teams and learners with relevant IT queries and troubleshooting.
- Working closely with the recruitment team in a business analysis capacity to help evaluate sales opportunities and secure new business.
- Supporting the marketing strategies,
- Creating and maintaining successful relationships with colleagues, clients and stakeholders.
- Identifying risks and issues and owning assigned mitigations.
- Setting up and maintaining user network and email accounts for your colleagues, apprentices and employers.
- Maintaining high levels of communication with our customers either remotely, using our online portal or via telephone.
- Organising and prioritising your own workload appropriately, reporting risks and exceptions to the relevant manager.

- Taking ownership of assigned tasks and project deliverables to achieve the necessary quality and meet agreed deadlines.
- Supporting *ad hoc* activities and tasks.

About you

The ideal candidate will demonstrate:

- Willing to learn.
- Work independently and collaboratively.
- Passionate about working in a team.
- Willing to learn new skills.
- Analytical, detail orientated and numerate.
- Produces high-quality outputs.
- The ability to build effective working relationships.
- A positive can-do attitude and self-motivation.

Skills

- Gap analysis.
- Excellent communication skills.
- Data modelling.
- IT skills.
- Presentation skills.
- Visual thinking.
- Business analysis practice.
- Principles of Agile.

Future prospects:

The role offers a permanent role, depending on performance. As an option for growth and progression, we will offer a Level 4 Business Analyst programme to the right candidate.