

---

## Vacancy for Recruitment Support Apprentice

<b>Hours:</b>	37.5 per week (1 year fixed term)
<b>Salary:</b>	£9,000 per annum
<b>Location:</b>	Maple House, York

---

Vocare Ltd, are recruiting for a Recruitment Support Apprentice for their HR Support Shared Service situated in York.

This post will report to the Recruitment Coordinator and you will provide a professional Recruitment Support and Administration function to the whole organisation; acting as a reliable source of information and advice about best Recruitment practice, processing all recruitment-related administration within agreed timescales and providing excellent customer service.

The Recruitment Support Apprentice will handle all recruitment queries in a responsive, customer-focused way – providing a comprehensive first line of information and advice and would be good at communicating effectively and confidently at all levels, over the phone, face to face and by email.

The ideal candidate will need to have 3x GCSE (or equivalent) in any subject plus English and Maths at grade D or above. You will have a proactive and positive approach and would thrive in a hands on environment. Being able to follow instructions and use initiative is a must and must be able to work as part of a fast paced, busy shared service team.

As well as hands on learning, you will be given the opportunity to receive an NVQ in Business Administration during your time working with Vocare.

In return, we can offer generous paid holiday, an excellent modern working environment, flexible working hours and being part of a supportive and innovative team.

*Vocare are operational 24 hours a day, 7 days a week, 365 days a year and the working of various shift patterns to include weekends and public holidays will be required within this role.*

**Closing Date: 19/01/2018**

We encourage you to apply as soon as possible, as once sufficient applications have been received we may decide to close the advert early.

**For further information about this role or to apply please visit our website at**

**[www.vocare.org.uk](http://www.vocare.org.uk)**

**Or call/email us on 0300 013 4885 or at [vocarerecruitment@vocare.nhs.uk](mailto:vocarerecruitment@vocare.nhs.uk)**

*Please assume you have been unsuccessful with your application if you have not heard back from us within 2 weeks of the closing date.*

All successful applicants will be subject to a Disclosure & Barring Service check.

*Vocare Group recognise the diversity of the communities in which we operate and demonstrate this through the service we provide when dealing with patients, their family and carers.*



@VocareRecruit



Vocare Recruitment



Vocare Limited