



# HR Apprentice

**West Suffolk Council (37hrs, 18m contract)**

**Starting Salary: Apprenticeship Salary**

We have a new exciting opportunity, not to be missed! At Anglia Revenues Partnership we are currently looking for a Human Resources Apprentice to come and support our team at our office in Thetford. This is a great career opportunity to develop your skills and knowledge whilst supporting the local community.

## **More about the Apprentice role**

The role will provide an effective and efficient administration service under the direction of the Human Resources Business Partner for ARP. This will include all aspects of recruitment advertising, responding to applicants, interview arrangements, pre-employment administration, daily processing of documents, scanning, photocopying, filing, printing and supporting the HR Business Support person whilst undertaking a relevant HR qualification.

## **What we're looking for in our Apprentice**

We are ideally seeking a team player, who can demonstrate first class service skills, confidence in written and verbal communication, use initiative and bring an enthusiastic approach to the role. You should be IT proficient, excellent time management skills and able to work to tight schedules. Previous office experience would be desirable, although full training will be provided.

## **In return as our Apprentice, we can offer you...**

HR Apprenticeship qualification, ongoing professional career development opportunities, free parking, reward schemes including money off, cash back and other offers on high street stores, mobile phones, half price cinema tickets and Local Government Pension Scheme.

If you believe you have the right skills and are looking for your next career opportunity as our new HR Apprentice then please download an application form through our website and return to [recruitment@angliarevenues.gov.uk](mailto:recruitment@angliarevenues.gov.uk) today – don't miss out, we'd love to hear from you!

**Closing date for applications: 3<sup>rd</sup> May 2019**

[www.angliarevenues.gov.uk](http://www.angliarevenues.gov.uk)

