



ADMINISTRATOR (Hull)

Competitive salary and benefits package.

Humberside Engineering Training Association (HETA) Ltd is a highly successful training organisation, which operates as both a private limited company and a charity. HETA has centres in Hull, Stallingborough and Scunthorpe.

HETA is now looking to recruit a forward thinking individual focused on maintaining a high quality and efficient administrative resource that supports all aspects of the business.

HETA Administrators work with the Administration Manager to ensure all stakeholders receive outstanding customer service and support.

The position includes administration for our Apprenticeship programme and other training courses.

The successful candidate will ideally have experience of working in a similar role within an educational environment and be qualified to a minimum of NVQ Level 3 or equivalent in Business Administration.

The successful candidate must also have:

- Experience of using the full suite of Microsoft Office programmes
- Strong organisational skills
- Excellent communication skills inc. written, oral, email and telephone
- Meticulous attention to detail and able to maintain confidentiality where required
- Ability to meet challenging targets and thrive under pressure
- Flexibility and be able to take both a proactive and responsive approach to change

Although this position is based at our Hull site, a full driving licence is required as there will be a requirement to provide administration cover at the other HETA sites.

In return we offer a competitive salary for the skills sector, company pension scheme, private health care, performance related pay, life insurance and 38 days leave per year (including bank holidays).

HETA is committed to safeguarding our learners and successful applicants will be required to undertake a Disclosure and Barring Service check, and where necessary, to register on relevant training programmes.

If you require further information please contact Christine Wright 01482 372484 or Cathy Bourne catherine.bourne@heta.co.uk 01482 372675.

To apply for this position please download an application form from the Career Opportunities page on the HETA website or forward your CV to catherine.bourne@heta.co.uk.