



Learning and Development Administrator (Apprentice)

Location: Watford

Salary: £11,000 per annum

CSP Ltd. are a leading service provider specialising in venue & event management. We work in partnership with leading sports and entertainment venues in the UK providing a number of services including; internal and external traffic management, security & stewarding and crowd management services. We are a dynamic, operations-led business so our team have to be able to adapt to changing priorities and have a flexible approach to working.

Apprenticeships are a great opportunity to learn new skills and develop a career within a business. This vacancy sits within the Learning and Development team (part of the People function) and is based out of our Head Office in Croxley Green, Hertfordshire.

Requirements of the Learning and Development Administrator (Apprentice)

- Professional, committed, reliable and trustworthy
- The ability to exercise tact, discretion and maintain confidentiality
- Highly customer service focused
- Excellent oral communication skills
- Confident and polite telephone manner
- Basic IT skills (Word, Outlook, PowerPoint & Excel)
- Articulate and able to communicate with people at all levels
- Great attention to detail and use of initiative
- Flexible approach to working hours

If you feel that you meet the above criteria for this role, please email laura.obrien@gotocsp.com expressing an interest.



Caring Safe Professional